

Appendix D: Calendar Submission Form

By February 15, 2008, please send us your tentative calendar for the year. We know you may not have planned that far ahead, but it would help us save any potential dates for you. Narrowing specific events to a particular month ensures that we have balanced programming across the organization.

- ◆ Before planning any event, please check the calendar. NetSAP DC simultaneously provides programming for all pillars and large scale flagship events. To allow our members the opportunity to participate in all the organization has to offer, and to avoid undercutting any of its events, we generally do not allow having multiple NetSAP DC events on the same day. Please be aware of this stipulation as you prepare your event calendar.
- ◆ One form must be submitted for each event.
- ◆ If you would like to hold regular events (i.e., tennis league on the first Saturday of each month) please send us those days so we can save them on the calendar for the entire year.
- ◆ This form must be emailed to the secretary at secretary@netsap.org and cc'd to vp@netsap.org and specialevents@netsap.org **at least 21 days** before the actual event.