**BCC What’s On Diary event template**

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| --- | --- | --- |
| Required | Member Organisation Name |  |
| Required | Event name |  |
| Required | Event description |  |
| Required | Date of event | 05/05/2021 |
| Required | Time of event |  |
| Required | Event venue (or indicate if virtual) |  |
| Required | Event postcode (if not virtual) |  |
| Drop down | Recurring event ? | Choisissez un élément. |
|  | Ticket price |  |
|  | Name of person to contact |  |
|  | Contact email |  |
|  | Contact telephone number |  |
|  | Link to website |  |
| Drop down | Target audience | Choisissez un élément. |
| Drop down | Event ‘photo attached | Choisissez un élément. |
| Drop down | Event poster attached | Choisissez un élément. |
|  | Other comments (if any) |  |

To submit more than one event, copy and past the table above and complete a new table for each event.

Please send your completed Diary entry (or entries) to [diary@britishinfrance.email](mailto:diary@britishinfrance.email)