|  |  |
| --- | --- |
| BCC crest tight frame | The British Community Committee of France  Diary of Events  Please return to [*diary@britishinfrance.email*](mailto:diary@britishinfrance.email)  BCC website diary page: <https://www.britishinfrance.com/diary-of-events>  BCC Facebook page: <https://www.facebook.com/BritishCommunityInFrance/>  [www.britishinfrance.com](http://www.britishinfrance.com) |
| *This Diary presents Member Associations’ events for the next few months – to the extent that they have been communicated to the Diary Editor, Claire Godfrey at diary@britishinfrance.email*  *Please keep the Editor informed of your forthcoming events throughout the year,*  ***as early as possible, to allow member associations to forward this to their members and to get the date into people’s diaries****.*  *Regular events which recur weekly or monthly are listed at the end of the Diary.* | |

**Please take the time to read these instructions for completing**

Place your cursor in the first box and start typing.

The format for the first box is **the day and date, in the format, “(Mon/Tues)day xxth Month”**. The second box is the **full name of your association** and the third is for **the description of the event itself as it will appear in the diary**, so we suggest that it includes a title/description, the time (**in English format, i.e. 10.00 a.m. or 3 p.m**.) and a contact name with phone number if further details are required.

The box is formatted for the Garamond font, which is the Diary font, so **please do not change this or the width of the boxes.**

Your details should be brief but describe the event in an attractive way, so as to ensure maximum attendance!

As ever, editorial discretion may be used in the descriptions.

In addition, to facilitate posting the event on the BCC Website’s “What’s On” page, please also complete the additional information below the diary box, **but only if not already included in your diary entry**. Please include the full address, including the postcode and town, at which the event will take place. If your event is online, use the “event address” box to indicate “Online event”.

You may also attach a photo to illustrate your event, and if you have an event poster please also include it as we will put it on both the BCC Facebook page and the website.

**Please remember to look your text over before sending, thank you!**

|  |  |  |
| --- | --- | --- |
| Event 1 | | |
| **(Mon/Tues -)day xxth Month** | **Association Name** | **Event Description (as it will appear in the PDF version of the Diary)** |
|  |  |  |
| **Additional information for the website (if not already included in the event description above)** | | |
| **Event address (please include the postcode)** | |  |
| **Ticket price** | |  |
| **Name of person to contact** | |  |
| **Contact email** | |  |
| **Contact telephone number** | |  |
| **Link to website** | |  |
| **Target audience** | |  |
| **So that we can update our mailing list, please make any contact changes below:** | | |
| **E-mail contact:** | |  |
| **Facebook page address:** | |  |
| **Website:** | |  |

|  |  |  |
| --- | --- | --- |
| Event 2 (for three or more events, please copy this section and complete as appropriate) | | |
| **(Mon/Tues -)day xxth Month** | **Association Name** | **Event Description (as it will appear in the PDF version of the Diary)** |
|  |  |  |
| **Additional information for the website (if not already included in the event description above)** | | |
| **Identical to Event 1 (if “No” please complete below)** | | Yes / No |
| **Event address (please include the postcode)** | |  |
| **Ticket price** | |  |
| **Name of person to contact** | |  |
| **Contact email** | |  |
| **Contact telephone number** | |  |
| **Link to website** | |  |
| **Target audience** | |  |