|  |  |
| --- | --- |
| BCC crest tight frame | The British Community Committee of FranceDiary of EventsPlease return to *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)  |
| *The “What’s One” page of the BCC Website presents Member Associations’ events for the next few months – to the extent that they have been communicated to the Diary Editor, Claire Godfrey and the Webmaster, Tony Banton at diary@britishinfrance.email**Please keep the Editor and Webmaster informed of your forthcoming events throughout the year,* ***as early as possible, to allow users of the website as much notice as possible to get the date into their diaries****.*  |

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

Place your cursor in the first box and start typing.

The expected content of the first box is **the day, date and start time** of the event. If the event is over The second box is the **full name of your association** and the third is for **the title of the event** as it will appear in the diary.

The next line is for a description of the event, to let website readers know what is planned. As ever, editorial discretion may be used in the descriptions that are posted to the website.

In addition, please also 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”.

The remaining lines allow you to give ticket price details, your contact information and also give an indication of the audience that you are targeting.

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 |
| **Day, date and start time** | **Association Name** | **Title of the event**  |
|  |  |  |
| **Event Description** |
|  |
| **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) |
| **Day, date and start time** | **Association Name** | **Title of the event**  |
|  |  |  |
| **Event Description** |
|  |
| **Event address (please include the postcode)** |  |
| **Ticket price** |  |
| **Name of person to contact** |  |
| **Contact email** |  |
| **Contact telephone number** |  |
| **Link to website** |  |
| **Target audience** |  |