



## PathWays Calendar Data Collection Form

Please complete the fields below for each event you would like to publish on the intranet calendar, the PathWays website calendar, or the quarterly newsletter calendar:

- **WHAT?** (Name of event)
- **Is this event public?** (Can anyone attend your event?)
- **WHEN?** (Date and time of event)
- **WHERE?** (Location event will occur)
- **CALENDAR** (Choose some or all: the **intranet calendar** is for internal staff-wide events: i.e. All Staff Meeting; the **website calendar** is for external events: i.e. PathWays Open House; the **quarterly newsletter calendar** is for external events over a 3 month period: i.e. main events for a particular quarter like January - March).
- **TARGET AUDIENCE?** (Who are you inviting to come? i.e. consumers, families, community, staff, etc.)
- **RECURRING?** (How often does it occur: i.e. every week, once a month, every third Tuesday, etc.)
- **DESCRIPTION?** (Describe your event in one or two sentences. **Make sure to include a contact name and number for each event listed**):

**WHAT:**

**WHEN:**

**Is this event public?** Yes      No

**WHERE:**

**CALENDAR:** Intranet      Website      Newsletter

**TARGET AUDIENCE:**

**RECURRING:** Yes      No      If yes, how often?

**DESCRIPTION:**

**WHAT:**

**WHEN:**

**Is this event public? Yes No**

**WHERE:**

**CALENDAR: Intranet Website Newsletter**

**TARGET AUDIENCE:**

**RECURRING: Yes No If yes, how often?**

**DESCRIPTION:**

**WHAT:**

**WHEN:**

**Is this event public? Yes No**

**WHERE:**

**CALENDAR: Intranet Website Newsletter**

**TARGET AUDIENCE:**

**RECURRING: Yes No If yes, how often?**

**DESCRIPTION:**

**WHAT:**

**WHEN:**

**Is this event public? Yes No**

**WHERE:**

**CALENDAR: Intranet Website Newsletter**

**TARGET AUDIENCE:**

**RECURRING: Yes No If yes, how often?**

**DESCRIPTION:**

**WHAT:**

**WHEN:**

**Is this event public? Yes No**

**WHERE:**

**CALENDAR: Intranet Website Newsletter**

**TARGET AUDIENCE:**

**RECURRING: Yes No If yes, how often?**

**DESCRIPTION:**

**WHAT:**

**WHEN:**

**Is this event public? Yes No**

**WHERE:**

**CALENDAR: Intranet Website Newsletter**

**TARGET AUDIENCE:**

**RECURRING: Yes No If yes, how often?**

**DESCRIPTION:**

**WHAT:**

**WHEN:**

**Is this event public? Yes No**

**WHERE:**

**CALENDAR: Intranet Website Newsletter**

**TARGET AUDIENCE:**

**RECURRING: Yes No If yes, how often?**

**DESCRIPTION:**

**WHAT:**

**WHEN:**

**Is this event public? Yes No**

**WHERE:**

**CALENDAR: Intranet Website Newsletter**

**TARGET AUDIENCE:**

**RECURRING: Yes No If yes, how often?**

**DESCRIPTION:**

**WHAT:**

**WHEN:**

**Is this event public? Yes No**

**WHERE:**

**CALENDAR: Intranet Website Newsletter**

**TARGET AUDIENCE:**

**RECURRING: Yes No If yes, how often?**

**DESCRIPTION:**

**WHAT:**

**WHEN:**

**Is this event public? Yes No**

**WHERE:**

**CALENDAR: Intranet Website Newsletter**

**TARGET AUDIENCE:**

**RECURRING: Yes No If yes, how often?**

**DESCRIPTION:**