**Application to add event the Calendars**

1. On the website **Home** page, click the **Calendar** tab in the ribbon across the top to see the **Benefice Social Calendar**.
2. After checking with the other online calendars that no other event clashes with your event, please fully complete this form

|  |
| --- |
| Name of event |
| Brief description |
| Date and times of event |
| Venue |
| Contact details of event organiser |
| Dates to be included in **Pews News**  From: Until: |
| To be included in these **Calendars** for (Please tick which apply):  Benefice shared ……. KB ……. H ……. M ……. Y ……. |

1. Save this completed form to your computer. (Saving to your desktop makes it easy to find.)
2. Create an email to the Benefice Administrator [admin@kbhmy.co.uk](mailto:admin@kbhmy.co.uk) and attach the saved form and send it to her.
3. The Administrator will then write to confirm the inclusion of your event on the relevant calendar(s).

Please note that your booking will not be considered to be confirmed until you have received written confirmation by the Administrator.