

How to add your KEY EVENT to the “Polonia Calendar” on the PAC-IL website?

Use the information in the table below as a guide to “what is needed”. You may also use the [excel template located here](#) and send as it as an attachment in your email.

Once the event is added to the calendar, an email will be sent to the entire email list.

Email contact: pacillinoisorg@gmail.com

Jak dodać KLUCZOWE WYDARZENIE do „Kalendarza Polonijnego” na stronie KPA-IL?

Wykorzystaj informacje w poniższej tabeli by przysłać to „co jest potrzebne”. Można również użyć [szablon programu Excel znajdujący się tutaj](#) i wysłać jako załącznik w e-mail.

Po dodaniu wydarzenia do kalendarza wiadomość zostanie wysłana do całej listy mailowej.

Adres mailowy: pacillinoisorg@gmail.com

		Please Provide
Event Name / Title	Required	
Start date / time: (1)	Required	
End date / time: (1)	Recommend	
Time zone:	Optional	
Venue name:	Recommend	
Venue Address:	Recommend	
Cost	Optional	
Contact name:	Required	
Phone: (2) ... or ...	Required	
E-mail: (2)	Required	
Website URL:	Recommend	
Brief description (3)	Recommend	
Featured Photo (4)	Recommend	

- (1) Approximate time, if specifics are not yet known
- (2) Minimum ONE, phone or e-mail, is required
- (3) Additional text to describe your event and encourage participation
- (4) Attach photo if you like to be featured in your calendar event