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**Event Notification Form for promotion by Sligo PPN**

**Name of submitting Group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PPN Membership Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of Group** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outline of your Event**  (This is your chance to sell the event – what do you want people to know about it – how will you get their attention. Please keep this to one concise paragraph in WORD format)

**Event Details** – (Time, Date, Location. Also think about where people go to find out more, ie email, phone, website and any dual social media promotion links)

\*Don’t forget to attach any associated **LOGO** and engaging **PHOTOS** that celebrates the event. Be sure to send the photo and logo through in a format that can easily be uploaded ie jpeg, gif and of course any photos featuring people should be GDPR compliant.