

# Lighthouse Digest Magazine Event Form Instructions

Lighthouse Digest Magazine provides a “Lighthouse Things to Do” event calendar that is listed in each bi-monthly publication. This service is provided free of charge as a courtesy to non-profit lighthouse groups. If you have an upcoming event you want to appear on the calendar you must complete the “Event Form for Submission to Lighthouse Digest Magazine”. The completed form can be scanned and e-mailed to [Kathy@LighthouseDigest.com](mailto:Kathy@LighthouseDigest.com) or faxed to **(207) 259-3323**.

Lighthouse Digest is published bi-monthly so you will need to submit the form at least 1 month prior to the publish date.

Here is a breakdown of suggested submittal periods:

## **Issue      Suggested Submittal**

Jan / Feb [submit by mid-November - earlier due to holidays]

Mar / Apr [submit by mid-January]

May / Jun [submit by mid-March]

Jul / Aug [submit by mid-May]

Sep / Oct [submit by mid-July]

Nov / Dec [submit by mid-September]

## **Question & Answers**

Q. How early should I submit my information to the event calendar?

A. As soon as you have confirmed the dates and / or pricing for your event. Early submittals allow readers extra time to plan to attend your event so the earlier the better. Many readers are out-of state and use the calendar to help plan trips months out in advance – again the earlier your submittal the better.

Q. What if I have a recurring event that takes place on specific dates?

A. For recurring events like night climbs, details on your event will be shown multiple times on the calendar. The first listing will show full details and the recurring dates will show an abbreviated version and direct readers back to the first listing for full details.