

FORT CAMPBELL, GARRISON PUBLIC AFFAIRS COMMUNITY EVENT WEB PAGE REQUEST

INSTRUCTIONS: Fort Campbell's Community Event web page is updated once weekly. **Deadline for submission is Wednesday at 5 p.m.** New submissions are posted no later than end of day Friday. Events and activities hosted, produced or sponsored by local municipal entities, (public library, parks and recreation, tourism etc.) non-profit organizations, state and federal government agencies and commercial activities that meet the detailed guidelines below may be submitted. Fund-raising or partisan political activities are ineligible. Information shall be included as a link on the calendar. **Submissions that do not include a graphic will be included as a link on the calendar only.** Submit completed form to: usarmy.campbell.id-readiness.mbx.pao-contact-us@army.mil

DATE OF REQUEST:

EVENT NAME:

EVENT LINK:

POC: Agency/Org:

Phone Number: Cellphone Number:

Email Address: Event Date(s):

EVENT INFORMATION (Provide as much detail as possible):

Time: Location/Address:

Does your graphic include 5 Ws and any associated fee costs?

The Fort Campbell Community Calendar is an information resource for Fort Campbell Soldiers, Families and civilian employees and may be viewed at: <https://home.army.mil/campbell/about/faq/community-calendar>

Remarks or questions?

Guidelines for Submission

The following will not be posted on the Fort Campbell Community Events web page: events that advocate for a candidate, party, or which advocate a particular position on a political issue, including a position on any proposed Department of Defense policy or policy under review, or which advocate lobbying elected officials on a specific issue shall not be permitted; events that take place at any establishment declared "off limits" by the command; that are contrary to law or to DoD or Military Service regulations or that in the Government's opinion pose a danger or detriment to DoD personnel or their family members, or that interfere with the command or installation missions: events that include bingo games or lotteries or gambling conducted by a commercial organization whose primary business is conducting lotteries.

Entities requesting inclusion on the Fort Campbell Community Calendar shall ensure commercial events are ethical in describing the event and any related admission fees or costs.

The Fort Campbell Community Event web page shall not carry events or activities that imply discrimination with regard to race, creed, age, color, sex, or national origin of the organizer, patrons or attendees. Under no conditions shall an event occurring at or sponsored by an establishment listed by Fort Campbell, Kentucky, as "off limits" be permitted on the Fort Campbell Community Events web page.