



Calendar Blurb Template for Events and Activities

Use the headings and format outlined below to create calendar blurbs for your National Poetry Day events. Submit a draft blurb for each proposed activity when you register and send your final blurb(s) to Miriamnpd@gmail.com no later than **midday on the 8th of July**, ready for the calendar to go live on August 1st. For competitions, see the *Competitions Calendar Blurb Template*.

Event Calendar Template

Event Title: Title as it will appear on the calendar of events and your poster

Description: Tell people what to expect from your event. National Poetry Day wants a short, catchy description of your event. Your blurb should sum up **what** your event is, **who** is involved and **why** they are worth coming to see. You'll also want to tell people who it's for and **how** they can participate (e.g. bring a poem to share). If you have a theme, this is the place to share it. Please **write in the third person** and stick to a **100 word limit**. Short sentences help. They have more impact too.

Entry Details: Cost. Event open to (e.g. R18, youth or all ages?). Any RSVP requirements.

Date/Times: Day, month, start time – end time

Location: Venue name and full street-address (including town)

Contact: Name and Email (required)

Further Info: Facebook Event | Web address | Event Finder Listing (at least one is required)

Example Blurb

The Poetry Troupe on Show

Join The Poetry Troupe at The Place on National Poetry Day this year. An all-day interactive poetry exhibit gives you the rare opportunity to see The Poetry Troupe's work on show in visual form. Wander around and be inspired. Add to a collaborative poem being created throughout the day. Watch a poetry film in the video booth to experience innovative, local performance poetry. Cast includes Poet 1, Poet 2, Poet 3, and Poet 4 from The Poetry Troupe. All ages welcome.

Entry Details: Free. Open to all ages.

This is what
100 words

This is what a
third person
description
looks like: **no**
I, we, us, our.

Date/Times: 26 August, 10am-4pm

Location: The Place, 123 Street, Citytown

Contact: Poet 1, poet1@poetrytroupe.co.nz

Further Info: www.facebook.com/poetrytroupe/linkdetails |
www.thepoetrytroupe.co.nz/npdevent

**Don't forget to name your contributing poets in your blurb –
we can't celebrate poetry without celebrating the poets!**