

**Worksheet for Submitting an Event to the USMS Calendar of Events
(Includes requesting a sanction or recognition)**

Event Information

Request Type	(Sanction, Recognition, or Calendar Listing only)
Your name	
Your email address	
Your phone number	
Host organization	
Postal or Virtual Meet?	(Yes/No)
Event Type	(Competition or Clinic)
Course Type	(SCY, SCM, LCM, or Open Water)
Course meets length requirements	(Yes/No)
Sanction Type	(Sanction, Recognition, None)
Event Country	
Event LMSC	
Event Start Date	
Event End Date	
Event Title	
Series Title (optional)	
Description of Event (optional)	

Contact Information

Event Director Name	
Event Director Organization (optional)	
Event Director email address (optional)	
Event Director phone number (optional)	
Event Director address, city, state, zip (optional)	
Data Coordinator Name (optional)	
Data Coordinator Organization (optional)	
Data Coordinator email address (optional)	
Data Coordinator phone number (optional)	
Data Coordinator address, city, state, zip (optional)	
Head Referee Name (optional)	
Head Referee Organization (optional)	
Head Referee email address (optional)	
Head Referee phone number (optional)	
Head Referee address, city, state, zip (optional)	

Venue Information

Venue Name	
Venue email address	
Venue phone number	
Venue address, city, state, zip	
Venue website URL	
Venue photo	

Meet Entry Information

Event website URL (optional)	
Online entries URL (optional)	
Upload an entry form	
Display entry form publicly?	
Date entries close (optional)	
Upload safety plan (optional)	
Upload other documents (optional)	
Last year's event size	
This year's estimated event size	
Comments to the Sanctions chair	