

[A CATCHY TITLE]

[Date(s) of event and day of week if single day event]

- SANCTION NO:** [Sanction number]
SPONSOR: [Sponsor(s) of event(s)]
LOCATION: [Include a site location and a COMPLETE street address.]
START TIME: [Only include the time; if other wording is necessary, include it under miscellaneous. If start time is an unusual time, highlight this information.]
FINISH TIME: [Only include the time; if other wording is necessary, include it under miscellaneous. If finish time is an unusual time, highlight this information.]
DISTANCE: [Give distance in KM and miles and include main walk and options. Remember: include 5 KM info.]

TRAIL: (A) Include trail rating. Do not include increase due to inclement weather. (B) A BRIEF, DETAILED description including surfaces and hills.

AWARD: Only a four-inch square clean, black ink on white paper drawing will be accepted. Award description including price for pre-registration and day of event. If applicable, indicate "no re-orders." Include credit only price and free walker information.

HATPIN: Only a four-inch square clean, black ink on white paper drawing will be accepted. Hatpin description including price for pre-registration and day of event. If applicable, indicate "no re-orders." Indicate "none" if not available.

PRE-REGISTRATION: "Must be postmarked by _____. Make check payable and mail to: _____. Use form found in The *Pathfinder*." Indicate "none" if there is no pre-registration.

MISCELLANEOUS: "Water and restrooms at start/finish and checkpoint(s)." "Pets are permitted but NOT in buildings. Owners are responsible for leash and cleanup laws." "Pets are NOT permitted." Information for festivals, area history, etc. can be included here. No year-round event information.

MORE INFO: Name, area code, and phone number (limit to two) and/or address to send SASE to.

DIRECTIONS: Use major highways (I-5: _____). Include exit numbers for either direction if different. Give concise directions using both designations, right-left and north-south. Include public transportation information. Include information about parking.