



Calendar Blurb Template for Events and Activities

Use the headings and format outlined below to create calendar blurbs for your Phantom Billstickers National Poetry Day events. Submit your final blurb(s) to poetryday@nzbookawards.org.nz by **Wednesday 19 July**, ready for the Event Calendar to go live **Wednesday 2 August**.

Calendar Blurb 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. Phantom Billstickers 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)

Blurb Example

The Poetry Troupe on Show

Join The Poetry Troupe at The Place on Phantom Billstickers 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.

Date/Times: 25 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!