

For Use By KBW Chair

Received on: \_\_\_\_\_\_\_\_\_\_\_

Sent official approval on: \_\_\_\_\_\_\_\_\_\_\_

Posted to KBW website on: \_\_\_\_\_\_\_\_\_\_\_

First announced on Facebook on: \_\_\_\_\_\_\_\_\_\_\_

Organizer confirmed has KBW signs on: \_\_\_\_\_\_\_\_\_\_\_

**Bike Week 2024 Website and Media Release Form**

Deadline: March 31, 2024

Have an idea for Kalamazoo Area Bike Week 2024 (May 11-18, 2024) you intend to make happen? Please provide the following information for your public event, announcement, promotion, etc. Submit your form early to maximize your online presence. Email this completed form to [bikeweek@bikefriendlykalamazoo.org](mailto:bikeweek@bikefriendlykalamazoo.org). **IMPORTANT** - Please include your last name and a brief event name in the file name when you submit it. To reduce confusion, only forms returned by the Primary Contact Person are considered. Please use a separate form for each item submitted. If this is a NEW EVENT, all fields are required (except for Additional Information). Thank you for your interest in -- and support of -- bicycling!

Today’s Date: [type here]

**RAPID SUBMISSION - RETURNING Events:** If this is a returning event from 2019-2023, type an “X” here \_\_\_\_ to use essentially the same information from that event as previously published on the KBW website. Then **type your 2024 event Date and Time together with any additional updates in the fields below**. That’s all you have to do!

Name/Title/Headline of Event/Announcement/Promotion, etc.: [type here]:

Event Date: [type here]

Event Time: [type here-it helps to have a start and end time; end times do not need to be exact]

Event Location Name and Full Address: [type here]

Description (for website and media releases; 100 word limit): [type here]

Sponsor: [type here]

Event website (if any; dedicated website, url for Facebook page, Twitter username, etc.; KBW will post hyperlinks on web calendars, etc.): [type here]

Cost/Fees [type here]:

Primary Contact Person (First and Last name, for website & media releases): [type here]

Published Contact Email and/or Phone (for website and media releases): [type here]

Contact Email and phone (For KBW Organizer use only; cell phone *greatly* preferred): [type here]

Additional Information:

Items aligned with the stated goals of Bike Week and public health considerations will be considered. Submission of this form does not guarantee inclusion on the www.kalamazoobikeweek.org or in Bike Friendly Kalamazoo’s (BFK) media releases. BFK is not responsible for errors or omissions on Bike Week’s website or related media releases, nor is it liable for the conduct or outcomes related to items listed on its website or mentioned in its media releases. Material may be edited by BFK to fit available space and style of media release(s).