**NEW YORK ARCHIVES WEEK**

**EVENT SUBMISSION FORM**

**Archivists Round Table of Metropolitan New York, Inc. (ART)
New York Archives Week 2013 – 25th Anniversary
October 6—12, 2013**
**DEADLINE FOR EVENT CALENDAR SUBMISSIONS: Friday, August 30, 2013, 2:00 pm

QUESTIONS CONCERNING SUBMISSIONS may be sent to: secretary@nycarchivists.org**

If you are able to fill out the new ONLINE submission form, it would help us automate processes. <https://nycarchivists.wufoo.com/forms/art-new-york-archives-week-2013-submission-form/>

 If you out this word doc form in lieu of online submission, submit to: secretary@nycarchivists.org

Complete event details, including event date, time and location must be determined prior to submission. Please do not use this form to submit proposals for regular ART Monthly Programming events; those may be sent to programming@nycarchivists.org for future consideration.

**Information for New York Archives Week 2013 Public Calendar**

**Contact Information for ART Internal Use:**

Company/Organization/Repository:

Last Name:

First Name:

Contact Email:

Contact Daytime Phone Number:

Contact Evening Phone Number:

Company/Organization/Repository web site (if applicable):

**Calendar Information for New York Archives Week 2013 (to be published on public calendar):**

Event Title:

Event Type (Program, Exhibit, Tour, Lecture, Panel Discussion, Workshop, Other/Please Specify):

Sponsoring Company/Institution/Repository:

Sponsoring Company/Institution/Repository web site (if applicable):

Co-Sponsor Company/Institution/Repository (if applicable):

Co-Sponsor Company/Institution/Repository web site (if applicable):

Event Date:

Event Start Time:

Event End Time:

Event RSVP Email and/or Phone Number (if applicable):

Event Date/Alternate (if applicable):

Event Time/Alternate (if applicable):

*If you are flexible with date/time, let us know in comments.*

Event Location (street address, room/floor (if applicable), city, state, zip):

Event Contact Name (if applicable/for public contact):

Event Phone Number (if applicable/for public contact): ### - ### - ####

Event Web Site (if applicable):

Brief Description of Program (include RSVP details, capacity and security information, if applicable):

Additional Information/Comments:

Submit this form to: **secretary@nycarchivists.org**