

CALENDAR INSTRUCTIONS

Placing an event on the Division Calendar is an easy three step process:

- (1) Contact the Region Director in the region where the event will take place and clear the date.
This will avoid conflicts of dates and help you get more people to your event.
- (2) Register the Course and do all things required for your event, such as notify your Program chain of command (if required by your Program).
- (3) Contact the Region Director with the following for the Calendar:
 - a. Date
 - b. Event name
 - c. Location
 - d. Course #
 - e. Contact Person
 - f. Contact Phone
 - g. Contact email

The Region Director sends the event to the Division Director and it is placed on the Division Calendar.

Thanks for your cooperation.

R. Morgan Armstrong
Southern Division Director