



Event lodgement for Community Newsletter

To have your event published in the Muswellbrook Shire Council community newsletter complete this form then print and return to Muswellbrook Shire Council by mail, fax, [email to whatson@muswellbrook.nsw.gov.au](mailto:emailto:whatson@muswellbrook.nsw.gov.au) or in person as per above listed contact details. Insufficient information may result in your event not being listed. Council reserves the right to omit any event that it deems to be offensive or inappropriate. Check [Council's website](#) for publish dates and deadlines.

Event details - the details you provide may be edited

Event date (dd/mm/yy) / / Times **OR:**

Recurring event details
(e.g "Third Wednesday of the month at 6pm")

Event address

Event description
(Maximum 100 characters)

Enquiries contact name (optional)

Contact method, select only one (tick)

Phone no Website Email

Do not publish any contact details

Event organiser details - this information will not be published

This section must be completed. A Council employee may make contact with the event organiser to confirm the details supplied above. The information you provide below will not appear in the newsletter.

Contact name

On behalf of company/organisation/club (if applicable)

Daytime phone no Fax

Email address

Postal address

Preferred contact method (tick) Phone
Fax
Email
Post

Would you like to be advised of other advertising opportunities for your event, if available? (tick) Yes No

Privacy notification

The personal information that Council is collecting from you is personal information for the purposes of the Privacy and Personal Information Protection Act 1998. The intended recipients of the personal information may be Officers within the Council, Data service providers engaged by the Council from time to time, Any other agent of the Council, The supply of the information by you is/is not voluntary. If you cannot provide or do not wish to provide the information sought, the Council may/will be unable to process your application. Council is collecting this personal information from you in order to provide Council approved services. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the Act. Address enquires concerning this matter to the Public Officer.