



“Spirit of Essex” Calendar of Events Submission Template



To be considered for publication in our quarterly publication as well as a posting in our online calendar and social media initiatives, please submit your information using the template below and return via email.

Division of Cultural and Historic Affairs

Essex County Department of Parks, Recreation and Cultural Affairs

Essex County Kip's Castle Park, 22 Crestmont Road, Verona, NJ 07044

Phone: (973) 433-7469 / **Fax:** (973) 433-7659 / **Email:** essexarts@parks.essexcountynj.org

Submissions Should Include:

Date. **Event Name.** **Description.** (1 to 2 lines outlining the type of event.) **Location/Address.** **Time.**
Cost. **Price.** (If Free please indicate such) **Phone number.** **Website.**

EXAMPLES

October 23: Professional Development for Artists-Marketing with Heidi Riegler. A discussion about promoting artwork (traditional and media-based means), networking, websites, and other issues of interest for an individual artist. Paul Robeson Galleries, Main Gallery, 350 Martin Luther King Blvd., Newark. 5:50-7:30pm. Free. 973-353-1610.

October 24, 25 & 26: She Loves Me in Concert. Based on the same source material as “You’ve Got Mail,” this beloved classic musical presented by 4th Wall Theatre will warm the audience’s heart. Westminster Arts Center at Bloomfield College, 68 Oakwood Avenue, Bloomfield. Friday and Saturday at 8pm, Sunday at 3pm. \$25 general admission, \$22 seniors, \$18 students. 973-566-9255. www.4thwalltheatre.org.

Deadlines are as follows:

Spring (March, April & May) – January 15; **Summer** (June, July & August) – April 15;
Fall (September, October & November) – July 15; **Winter** (December, January & February) – October 15