

Information required for listing field trips and other events on the MNPS web page. Please visit mdflora.org to review the types of events MNPS advertises.

Send all relevant information to fieldtrips@mdflora.org. You will need to download the pdf, complete it, then add as an attachment.

Note: email notices will only be sent for events co-sponsored by MNPS. Other events will be listed on the web site if received in a timely fashion. MNPS reserves the right to choose which events are placed on the web site.

*=required

*Sponsoring Organizations: _____

*Type of event:

- field trip
- meeting
- conference
- workshop
- plant sale
- other (describe) _____

*Title: _____

* General Description: _____

* Date: _____

* Start & End Times: _____

* Location: _____

* Leaders: _____

* Directions: Leaders may request that directions NOT be listed in the program description; in that case, leaders must commit to responding to inquiries about the location.

- DO NOT include directions in the program description; have people contact _____
- Include directions to people who register

Registration is required.

Registration deadline date _____.

Include registration link if applicable. _____

* Contact: email and/or phone _____

(Recommended) Bring: _____

(Recommended) Notes: e.g. footwear, access to water & restrooms, parking limitations level of difficulty _____

(Recommended) Cancellation Policy: _____

(Optional) Fees: _____

(Optional) Do NOT list on the Facebook Events pages

(Optional) Web links : _____

(Optional) Provide pdf of Handouts (max size 5 MB) Larger files should be hosted on another web-accessible platform. Provide link: _____