**Notice of Dress-up Opportunity!**

This is an editable form (in a Word Document) for you to be able to notify the Secretary of Somewhere in Time, Unlimited of a costuming opportunity in our area. The form will walk you through questions that we hope you will be able to answer. Thank you in advance for your help!

**WHAT is the name of the gathering?** (Does it have a title such as "Regency Retreat", "Parlour Tour," the name of the movie being shown, etc.)

**WHO is the club, group, entity that has planned the gathering?** (i.e. WRS, SASS, Snohomish Historical Society, English Speaking Union, etc.)

**WHEN is the gathering planned? What day and date?**

**What TIME of day is involved?** (i.e. 10am-3pm)

**Is there a cost to attend? Is it free**?

**WHO is the contact person from the entity? Do you have or see a phone number, email and website?**

**SITU Contact - Are YOU willing to be a Contact Point Person if others would like to meet you at the gathering?**

**What is your contact info?** (Name, phone, email)

**DESCRIBE what activity or activities are going to be done.** (i.e. Car show, movie, play, a tea, retreat, a demonstration, shopping, etc.)

**How did you hear about this event?** (Website, Friend, Newsletter, Ad, I’m a Member of the entity, etc.)

**Any other questions, comments and/or feedback?**