

**Bike Week 2020 Website and Media Release Form**

Deadline: March 31, 2020

Have an idea for Greater Kalamazoo Bike Week 2020 (Bike Week 2020: May 9-16, 2020) that you intend to make happen? Please provide the following information for your Bike Week 2020 event, announcement, promotion, etc. Please submit your form early to maximize your online presence. Email this completed form to Paul Selden at [bikeweek@bikefriendlykalamazoo.org](mailto:bikeweek@bikefriendlykalamazoo.org). To reduce confusion, only forms returned by the Primary Contact Person will be considered. Please use a separate form for each item submitted. All fields are required (except for Additional Information). Thank you for your interest in -- and support of -- bicycling!

Today’s Date: [type here]

Name/Title/Headline of Event/Announcement/Promotion, etc.: [type here]:

Date: [type here]

Time: [type here]

Location Name and Full Address: [type here]

Sponsor: [type here]

Event website (if any; dedicated website, url for Facebook page, Twitter username, etc.; KBW will post hyperlinks on web calendars, etc.): [type here]

Cost/Fees [type here]:

Primary Contact Person (First and Last name): [type here]

Contact Email and phone (For KBW Organizer use only; cell phone *greatly* preferred): [type here]

Published Contact Email and/or Phone (for website and media releases): [type here]

Description (for website and media releases; 100 word limit): [type here]

Additional Information:

Items aligned with stated goals of Bike Week will be considered. Submission of this form does not guarantee inclusion on the Greater Kalamazoo Bike Week website or its media releases. Bike Friendly Kalamazoo is not responsible for errors or omissions on Bike Week’s website or related media releases, nor is it liable for the conduct or outcomes related to items listed on its website or mentioned in its media releases. Material may be edited to fit available space and style of media release(s).