

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **CFLC Form to Submit Mental Health Community Events For Posting on MHSOAC Website Calendar**

Client and Family Leadership Committee Members: please fill out this form and submit it to Matthew Lieberman at [matthew.lieberman@mhsaac.ca.gov](mailto:matthew.lieberman@mhsaac.ca.gov). Matthew will route the form through the MHSOAC website review process. Community events submitted for posting to the website calendar should relate to mental health subject matter. Please submit this form with as much advance time as possible in order to ensure timely posting.

1. Please identify **who** is sponsoring the event to be posted.
  
2. Please describe **what** the purpose or focus of the event is.
  
3. Please identify **where** the event is taking place.
  
4. Please indicate **when** the event will take place.
  
5. Please indicate **why** the event should be placed on the MHSOAC website.
  
6. Please indicate if announcements for the event are available in any other languages.