

It's your Christmas Event

To have your event featured in the Christmas Calendar, simply tell us what the event is, the date, time and venue below.

To have an event featured on the Latest News section of the Christmas events page, please fill in the following information and submit your photographs to public.relations@stees.nhs.uk with captions detailing who is on the picture from left to right. For more details, email or call 01642 854343. (ext 54343)

- 1) Please tell us in no more than 200 words about your event. What it was and what happened, who it involved, where it took place, who organised it, why it was held, when it took place etc.

- 2) Please include a quote from an organiser about how successful the event was and any words of thanks you may want to include.

- 3) Please use this space to include any picture captions, **ie Left to Right: Mrs Santa Claus, the South Tees Choir and Santa Claus.**

- 4) Contact details of organiser/relevant person to contact if more information is needed