

# EVENT SUBMISSION INSTRUCTIONS



To enter an event, navigate to <https://www.visitknoxville.com/events/submit-an-event/> and complete the form using the following guidelines. Note that the Submit an Event form can also be accessed by hovering your cursor over “Events” in the top navigation menu and then clicking the “Submit an Event” option from the drop-down menu. Please note once you submit your event you will NOT be able to edit it. Please email [visitorcenter@knoxville.org](mailto:visitorcenter@knoxville.org) for any changes.

**READ BEFORE POSTING YOUR EVENT:** *Please check the calendar to make sure your event is not already listed on our website. You can use the search tool on the website to find your event by name.*

## Contact Info

- ✓ Fill in each field requested (full first and last name, best email/phone number Visit Knoxville may contact you at with any questions regarding your event upload, and any comments you feel would help us with the approval process.)

## Event Information

- ✓ **Event Start Date** (Date the event starts)
- ✓ **Choose recurrence of event:** One Day, Daily, Weekly, Monthly, Yearly or Custom. If your event has recurrences (event is more than a One Day event), please select an End Date either by submitting “End After \_\_\_ Occurrences” or a specific date from the menu.
  - ✓ **One Day:** Occurring one day (one show concerts, tour acts, etc)
  - ✓ **Daily:** Occurring on sequential days (festivals, fairs, etc)
  - ✓ **Weekly:** Occurring weekly (live music, special classes, etc.)
  - ✓ **Monthly:** Occurring monthly or throughout month (3<sup>rd</sup> Wednesday, 1<sup>st</sup> Friday, etc.)
  - ✓ **Yearly:** Occurring same date every year (annual festivals, holiday celebrations, etc.)
- ✓ **Title** of event. (Use no more than 55 characters. Please refrain from using all CAPS or special characters in the title).
- ✓ **Event Category** (Pick the category that best suits your event)
- ✓ **Host Organization** select from the drop-down menu. The dropdown options reference Visit Knoxville’s partners and will display on their website listing if chosen. If the organization is not listed, enter under the “Other Host Organization” field.
- ✓ **Select a Venue** from the drop down menu (if venue is chosen from the dropdown menu, you will not be able to edit the location or address information). The dropdown options reference Visit Knoxville’s partners and will display on their website listing if chosen. If the venue is not listed, please enter location and address in the Location/Address fields
- ✓ **Admission;** list cost such as (i.e. \$15 for adults; \$8 for kids). If there is no charge for the event please indicate by using the word “Free” in the field box.
- ✓ **Contact** Person or organization the public may reach out to with questions.
- ✓ **Email / Phone number:** Contact info the public may direct their questions regarding this event
- ✓ **Event website:** (this is required and must include the full URL link – copy and paste from address bar)
- ✓ **Event Times:** (if there are multiple days with different times, please list in field (ex: Friday 1 pm – 4pm; Saturday 3pm – 6pm) etc.
- ✓ **Upload image** that represents the event (you may upload multiple images). Photo parameters are as follows: **High-res horizontal JPG format only; 1000 pixels wide; Photos must NOT have any text or logos. Please note: Logo and event flyers will not be accepted.**
- ✓ **Event description.** Please utilize care with spelling and spacing. There is no limit on the amount of information you can enter in the text field. **Please note:** all formatting will be removed except for any hyperlinks to other websites.

**Questions/Comments: Please contact [visitorcenter@knoxville.org](mailto:visitorcenter@knoxville.org) or call 865.523.7263.**

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## **Review and Post**

- ✓ Review your event details and contact information thoroughly before submitting.
- ✓ Fill in the “captcha” letters in the field to confirm you are not a robot.
- ✓ Click the “Submit My Event” button to send to Visit Knoxville staff for approval.

*\*If a **RED TEXT** is displayed at the top of the page showing errors, please address any missing data to ensure visitors receive accurate information about your event.*

**Please allow up to 48 hours for event approval. If you do not receive email correspondence from Visit Knoxville after that time frame, either approving or denying your event, please contact us and we will look into the issue immediately.**