

EVENT CALENDAR SUBMISSION CHECKLIST



Thank you for including your event on our calendar! Let's begin...

Start your favorite web browser and navigate to our home page VisitKnoxville.com.

Hover your cursor over the word "Events" on the top navigation menu and select the "Submit an Event" option from the drop-down menu and this will take you to the Event Submission page.

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 Info

- ✓ Title of your event
- ✓ Select all Categories that apply (multiple categories may be selected by holding down the 'Control (CTRL)' key.)
- ✓ Select the Host Organization, either by selecting it from the drop-down menu or typing the organization name into the cell below it titled "Other Host Organization" if the organization is not available in the drop-down menu.
- ✓ Select the Venue, either by selecting it from the drop down menu or typing the Venue name into the cell below it titled "Location," and filling in the address of the Venue in the cells that follow.
- ✓ Name of the Contact Person or organization the public may reach out to with questions.
- ✓ Cost of Admission; examples are noted in the cell (i.e. \$15 for adults; \$8 for kids)
- ✓ Best email and/or phone number where the public may direct their questions regarding this event
- ✓ Event website (this is encouraged but not required)
- ✓ Start & End Time (end time is encouraged but not required)
- ✓ Please upload the image of your choice (if you do not submit a photo, we will choose a generic image for you) Photo parameters are as follows: **JPEG images only; 600 x 375 pixels; No larger than 2 MB.**
- ✓ Event description. **NOTE:** Please utilize care with spelling and spacing.
- ✓ Start Date of your event

Recurrence Section

- ✓ Options include "One Day," "Daily," "Weekly" (where days of the week may be selected), "Monthly" where you may select if event occurs on a certain day each month (3rd Wednesday, 1st Friday, etc.), or "Yearly" where you may make this event annual.
- ✓ 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.
- ✓ Fill in the "captcha" letters in the cell below.

Review and Post

- ✓ Review your event details and contact information.
- ✓ Select 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 24-48 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.

Questions/Comments: Please contact visitorcenter@knoxville.org or call 865.523.7263.