

**CHICAGO SOUTHLAND  
CONVENTION & VISITORS BUREAU  
FESTIVALS, CONCERTS, SPORTS & SPECIAL EVENTS**

Forms must be complete to be included in Bureau Promotions! No Exceptions! You may download this form at [www.visitchicagosouthland.com](http://www.visitchicagosouthland.com) in the Calendar of Events section.

Name of Event \_\_\_\_\_

Event Date(s) \_\_\_\_\_

Event's Principal Sponsoring Organization \_\_\_\_\_

Event Location \_\_\_\_\_

Event Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (to be published) \_\_\_\_\_ Admission Fee (if any) \_\_\_\_\_

Event Website (to be published) \_\_\_\_\_

Event Schedule/Hours \_\_\_\_\_

Handicapped Accessible  Yes  No      Public Welcomed  Yes  No

Type of Event (Please check all that apply)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Agricultural/Food/Harvest | <input type="checkbox"/> Cultural Event | <input type="checkbox"/> Displays/Arts/Crafts      |
| <input type="checkbox"/> Expo/Consumer Show        | <input type="checkbox"/> Fair,Carnival  | <input type="checkbox"/> Holiday Celebration       |
| <input type="checkbox"/> Outdoor Activity          | <input type="checkbox"/> Parade         | <input type="checkbox"/> Sports Event/Recreational |

Contact Person \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Please provide a description of the event in 25 words or less. You may attach materials related to the event. Events without descriptions will not be posted on the IL Bureau of Tourism website.

You may download this form by visiting the calendar of events section of the Bureau's website [www.visitchicagosouthland.com](http://www.visitchicagosouthland.com). You need not fill out another form if your event is listed correctly on our website. Completed forms can be faxed to 708-895-8288 or e-mailed to [kim@visitchicagosouthland.com](mailto:kim@visitchicagosouthland.com).



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## **ATTENTION: FESTIVALS & EVENTS PLANNER FESTIVALS AND EVENTS SUBMISSION FORM**

The Chicago Southland Convention & Visitors Bureau is currently collecting information on events occurring. The Bureau plans to use this information to promote festivals and events in the Chicago Southland Festivals & Events Guide, our website [www.visitchicagosouthland.com](http://www.visitchicagosouthland.com) and to local and national media.

We need your help! Please fill out the opposite side with your organization's event and return it to the Bureau. The form **MUST** be filled out entirely to be included in any Bureau promotions. Please feel free to make photocopies for additional events AND pass copies along to other groups. The deadline to be included in the **Fall/Winter Festivals & Events Guide is September 1<sup>st</sup>**. The deadline to be included in the **Spring/Summer Festivals & Events Guide is March 1<sup>st</sup>**. Events can be added to the Bureau's website at anytime. Please submit events in a timely manner to allow for an upload to the website. You may also download this form by visiting the calendar of event section of the Bureau's website.

**PLEASE NOTE:** The Bureau will only accept events occurring in the Chicago Southland area or at a Bureau member's facility. All submitted events must be open to the public. The Bureau is apolitical and will not accept political events.

**Kim Kislowski**  
**Marketing Manager**