



PRESORT STANDARD AUTO U.S. POSTAGE PAID LANSING, IL PERMIT NO. 170
--

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

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

We need your help! Please fill out this form 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 copies for additional events AND pass copies along to others. The deadline to be included in the **Fall/Winter Guide is September 1st**. The deadline to be included in the **Spring/Summer is March 1st**. Events can be added to the Bureau's website at anytime. Please submit events in a timely manner (at least 10 days prior) to allow for an upload to the website. **You may also submit your event online by visiting the About Us or Festivals and Events sections 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.

**Diane Graves
Office Manager**

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

Forms must be complete to be included in Bureau Promotions! No Exceptions! You may submit your event online by visiting www.visitchicagosouthland.com and clicking on the festivals and events form in the Festivals and 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 |
| <input type="checkbox"/> Workshop/Seminar | | |

Contact Person _____

Contact Phone Number _____

Contact E-Mail: _____

Would you like to offer a coupon for your festival/event on www.visitchicagosouthland.com?

Yes No (If yes, you will be e-mailed the online coupon form)

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.

The deadline to be included in the **Fall/Winter Guide is September 1st**. The deadline to be included in the **Spring/Summer Guide is March 1st**. Events can be added to the Bureau's website at anytime. Please submit events in a timely manner (at least 10 days prior) to allow for an upload to the website. You may submit your event by visiting www.visitchicagosouthland.com and clicking on the festivals and events form in the Festivals and Events section.

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 diane@visitchicagosouthland.com.