

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 for any changes.

Note: 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 (3rd Wednesday, 1st Friday, etc.)
 - ✓ **Yearly:** Occurring same date every year (annual festivals, holiday celebrations, etc.)
- ✓ **Title** of event. (Title can be no more than 55 characters. Please refrain from using all CAPS in the title).
- ✓ **Event Category** (if more than one category applies select multiple by holding down the ‘Control (CTRL)’ key.)
- ✓ **Host Organization** select from the drop-down menu. The dropdown options reference Visit Knoxville’s CRM database 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 CRM database 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 “No Charge” or “Free” in 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 *highly* encouraged but not required – include full URL link)
- ✓ **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: **JPG format only; 500w x 500h pixels; Photos must be free of 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 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 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.