

**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 [VisitChicagoSouthland.com](http://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 \_\_\_\_\_

Wheelchair Accessible      Yes      No      Public Welcomed      Yes      No

Type of Event (Please check all that apply)

- |                           |                |                           |
|---------------------------|----------------|---------------------------|
| Agricultural/Food/Harvest | Cultural Event | Displays/Arts/Crafts      |
| Expo/Consumer Show        | Fair, Carnival | Holiday Celebration       |
| Outdoor Activity          | Parade         | Sports Event/Recreational |
| Workshop/Seminar          |                |                           |

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

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

Contact E-Mail: \_\_\_\_\_

Would you like to offer a coupon for your festival/event on [VisitChicagoSouthland.com](http://VisitChicagoSouthland.com)?

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

Provide a 25 word or less description of event. Use complete sentences. You may attach materials related to the event. Events without complete descriptions will not be posted on the IL Bureau of Tourism website.

The deadline to be included in the **Fall/Winter Guide (Nov.-Apr.) is September 1<sup>st</sup>**. The deadline to be included in the **Spring/Summer Guide (May-Oct.) is March 1<sup>st</sup>**. 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 [VisitChicagoSouthland.com](http://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](mailto:Diane@VisitChicagoSouthland.com).

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 [VisitChicagoSouthland.com](http://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 (Nov.-Apr.) is September 1<sup>st</sup>**. The deadline to be included in the **Spring/Summer (May-Oct.) is March 1<sup>st</sup>**. 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**