

**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 going to VisitChicagoSouthland.com and clicking on the
festivals and events form in the 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)

- | | | |
|--|---|---|
| <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"/> Live Music | <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 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.

Please submit a photo that can be used alongside your event listing(s). Photos may be emailed along with this completed form.
Please include the event title in the photo's file name to ensure the correct image is used in conjunction with your listing(s).

The deadline to be included in the **Fall/Winter guide (November-April) is September 1**. The deadline to be included in the **Spring/Summer guide (May-October) is March 1**. Events can be added to the Bureau's website at any time. Please submit events in a timely manner (at least 10 days prior) to allow for an upload to the website. You may submit your events online at VisitChicagoSouthland.com/SubmitEvent. You need not fill out another form if your event is currently listed on our website.

Completed forms can be faxed to 708-895-8288 or e-mailed to Bernice@VisitChicagoSouthland.com.