

Adding your event to the **BE HERE** **CALENDAR**

Tips for advertising your event on the community calendar of events at beherevenango.org/events

1

Add your event as soon as you have a date

Others may look at the calendar before scheduling their own events, so get yours up as soon as possible. You can add more details later.

2

Keep the title short, but eye-catching

Don't make the title too long, but make sure people understand what the event is at first glance.

3

Make the description brief, but informative

Include enough detail so people know what the event is about, then add time, location, website links, and more in the other sections.

4

Include an image

Most people like visuals. Upload a nicely designed flyer or an image from a previous event to accompany your information.

5

Add a few tags

Add keywords to describe the event, which can help people find it when searching. Keep them simple, such as "job fair" or "race."

6

Don't forget your contact information and links

Help people find more information on your website or Facebook page and easily reach you if they have questions.

Visit beherevenango.org/events and click the button that says "add your own event to the calendar."

*After you complete the form, please allow **24 to 48 hours** for us to approve and publish the event. If you need to edit or add something to your event, contact Program Manager Ashley at acowles@venangochamber.org.*