



## Events Calendar - Submit Your Event

**Event hosts must be Chamber members to post on the Events Calendar**

Visit the following website to Submit Your Event

<https://www.jacksonholechamber.com/events/submit-your-event/>

### **Helpful Hints:**

Before you submit your event on the website, prepare the following items

- **Event Details** (date, time, location, ticketing, contact info, etc.)
- **50 - 100 word Description** of your event (keep this brief)
- **Header Image**
  - Landscape orientation - 2000 x 833 px (12" x 5" in.)
  - Center text - Only the middle section of your image will show in the calendar thumbnail.
  - [Click here](#) for a Canva.com template you can use
    - Update with your own photo
    - Update with your own logo
    - Update with event details

Click the [Submit Your Event](#) button on our Events Calendar

- **Enter event details**
  - Items in red are required
  - Contact information is recommended
- **“Comments”** section is unnecessary - Leave blank
- **Event Categories** - Select all that apply to your event (hold “Ctrl” to select multiple)
- **Host Organization** - If your organization is not listed, please contact our Membership Director, Casey Cochran, at 307-201-2301 or [casey@jacksonholechamber.com](mailto:casey@jacksonholechamber.com)
- **Select a Venue** - If your venue is not listed, you can choose “Town of Jackson”
- **Location** - Use a precise address that people can enter in Google Maps for directions.
- **Contact** - IMPORTANT - This is what will be listed on your event webpage.
- **Upload Image** - The image you have prepared
- **Event Description** - REQUIRED - The 50-100 word blurb you have prepared.
- **Recurrence** - One Day is most common
  - For multi-day events use “Daily” and list duration of event

If you have questions, please contact Navarre Heard, Special Events Coordinator, at 307-201-2305 or [lyrica@jacksonholechamber.com](mailto:lyrica@jacksonholechamber.com).