



Submit Your Event to the Chamber Events Calendar

The Jackson Hole Chamber Events Calendar highlights **special events that enrich our community, support the local economy, and enhance the visitor experience**. This guide will help Chamber members quickly and successfully submit eligible events.

Event Eligibility Guidelines

To ensure the calendar remains a valuable and curated resource for the community, please review the following requirements before submitting your event:

Who May Submit

- Only **current Jackson Hole Chamber of Commerce members** may submit events to the calendar.

What Types of Events Are Eligible

- The calendar is reserved for **special, one-time or short-duration events** that are open to the public and create community or visitor engagement.

Examples of Appropriate Listings

- Festivals and celebrations
- Grand openings or anniversary events
- Fundraisers and ticketed experiences
- Special receptions, performances, or talks

Events Not Appropriate for the Calendar To keep the calendar focused and useful, the following types of listings are not accepted:

- **Ongoing or regularly scheduled programming**, such as weekly classes, recurring workshops, or standing schedules
- **Retail or sales promotions**, including holiday sales, discounts, or promotional offers
- **Long-running art exhibits** that span multiple days, weeks, or months

Art galleries are welcome to submit listings for special events tied to an exhibit—such as a grand opening reception or artist talk—but not for the full duration of the exhibit. Extended exhibit listings closely resemble regular business programming and are not included on the Events Calendar.

If you are unsure whether your event qualifies, please contact the Chamber team before submitting.

How to Submit Your Event

Visit the event submission page: <https://www.jacksonholechamber.com/events/submit-your-event/>

Prepare Before You Submit

Having these items ready will make the process quick and easy:

- **Event details:** date, time, location, ticketing information, and contact details
- **Event description:** 50–200 words highlighting key details (bullet points are encouraged)
- **Header image** (required)

Image Guidelines

- Landscape orientation
- **2000 x 833 px** (12" x 5")
- Images featuring people, venues, or experiences work best
- Avoid text in header images, as it may display poorly across devices

Flyers with text may be included within the body of the listing. Please email flyers to events@jacksonholechamber.com, and our team will add them for you.

Submission Tips

- Click “**Submit Your Event**” on the Events Calendar page
- Complete all required fields (marked in red)
- Contact information is strongly recommended
- Leave the “**Comments**” section blank
- Select all relevant **Event Categories** (hold Ctrl to select multiple)

Host Organization

- Choose your organization from the list
- If it does not appear, contact: **Andrea Dombroski, Membership Director**
307-201-2301 | andrea@jacksonholechamber.com

Venue & Location

- Select your venue, or choose “**Town of Jackson**” if not listed
- Use a precise, Google Maps–friendly address

Event Description

- Required
- 50–200 words describing what attendees can expect

Recurrence

- **One Day** is most common
- For multi-day events, select “**Daily**” and list the event duration

Questions?

For assistance or eligibility questions, please contact: **John Morgan, Vice President**
307-201-2309, john@jacksonholechamber.com