



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.)
- **Event Description** of your event (50 - 200 words, bullet item important details)
- **Header Image**
 - Landscape orientation - **2000 x 833 px (12" x 5" in.)**
 - Images of things (people, venues, etc.) work best. Avoid text of any kind in the header image. Fliers with text can present formatting issues when viewed on multiple platforms (phone, tablet, laptop). If you have a flier you would like to include in the body of the Event Listing, please email to events@jacksonholechamber.com, and we can add it for you.
 - [Click here](#) for a Canva.com template you can use to format your image.

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 Andrea Dombroski, Membership Director
307-201-2301 or via email at andrea@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 50-200 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 John Morgan, Vice President, at 307-201-2309 or via email at john@jacksonholechamber.com.