

Events In Southland Listing Guidelines

southlandnz.com/submit

Organising an event in Southland?
Let everybody know and get it featured
on our website for free!

Creating an event listing will only take you a few minutes to submit.
Once approved, your event will feature on Events In Southland | SouthlandNZ.com regional event calendar.

You can also find online [tips and tricks](#) on why you should list your event on SouthlandNZ and grab the attention of visitors and tell them everything they need to know!

How to submit your event:

1. Visit southlandnz.com/submit

This link opens our listing form, simply fill in the fields as described below. Once you're done click submit.

2. Fill in the fields in Contact Info section

This information is for our use only and is used if we need to contact you regarding your event listing.

3. Fill out the Event Information

This is any information pertaining to the actual event, please fill in as many fields as you can. More information is better for people searching and viewing events.

4. Things to bear in mind

Keep your event title short and descriptive, between 20-40 characters. This will also help from cutting your title off when searching on a small screen. *Live Music Night* doesn't tell us as much as *Blues Night in Invercargill*. It's not necessary to use dates or locations, or symbols.

5. Add Event Images

You can upload multiple images depicting your event.

Events
in Southland
Your Back Yard Events Calendar



SUBMIT YOUR EVENT

Check out our [tips and tricks](#) on why you should list your event with SouthlandNZ.
If you require assistance with submitting your event, please email events@southlandnz.com

Contact Info

This information will not appear on the website, information is for internal SouthlandNZ use only.

Name (required):

Your Name

Email (required):

Your Email Address

Phone:

Comments:

Comments for SouthlandNZ use only.

Event Information

The following information will appear on your event listing.

Event Name (required):

Name of the Event

Event Category (required):

To select multiple categories, use Ctrl-Click or Cmd-Click on Mac

Events
Arts, Culture & Awards
Family Friendly
Food & Drink
Markets
Music & Festivals
Sports & Outdoors
Workshops & Classes

Venue:

eg, Canterbury Music Hall

Contact/Organiser:

Venue Address (required):

Address Line 1

Town (required):

Town

Region (required):

--Choose One--

Postal Code:

85741

Admission:

eg, \$15 for adults; \$8 for kids

Email:

johnsmith@example.com

Phone:

Event Website:

http://www.example.com

Start Time:

08:00 PM

End Time:

10:00 PM

Add Media

UPLOAD IMAGES

Recommended image size is 2048w x 960h landscape. JPEG only.
Recommended logo size is at least 800w x 600h. JPEG or PNG only.

Action	Name	Size	Status
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6. Add Event Description

The event description is the most important information of your event. Think of relevant and interesting information not already included in the form (dates, times and location).

The goal is to get people to the event, so your description does not need to be exhaustive. Treat it as a teaser.

Include any social links so anyone with questions can easily reach your event team.

7. Start Date

Use the drop down calendar to select the day your event starts.

8. Event Occurrence

Choose the recurrence of your event. If it runs over a period of time, choose the best option whether it be weekly or monthly. For irregular repeats, choose custom.

9. Submit

Tick the I'm not a robot box, then click the orange submit my event box.

Event Description (required):

Expected Attendance (required):

Audience (required):

Ticketing (required):

Event Information

Event Facebook URL:

Event Instagram URL:

Start (required):

One Day

No event recurrence, this event will occur only on the date shown above.

Daily

Weekly

Monthly

Yearly

Custom

I'm not a robot



(required) Indicates a required field.

SUBMIT MY EVENT

Thank you – you have submitted your event!

You have now completed your event listing, which has been submitted to the Great South Events team for review. When approving, SouthlandNZ may modify your listing information for style and grammar, invalid characters, symbols or formatting.

Once your event has been approved, you will receive an email confirming your event has been published and gone live on the website.

How to edit your event:

Any changes to the event will need to be manually changed by the Great South Events team.

If you have any questions, require help with your listing such as images or content, or are unsure if your listing complies with our submission guidelines, please email events@southlandnz.com