

# What's On Event Listing Guidelines

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 SouthlandNZ.com What's  
On regional event calendar.

[Click here for 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 comments:

### 1. Click the link to [Submit Your Event page on SouthlandNZ](#)

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.



#### 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
--------	------	------	--------

# What's On Event Listing Guidelines

## 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. Please email [events@greatsouth.nz](mailto:events@greatsouth.nz)

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, [events@greatsouth.nz](mailto:events@greatsouth.nz)