EVENT SUBMISSION GUIDELINES

Our primary purpose is to list regional visitor events for Temecula Valley – concerts, theatre, dance, etc.; cultural facilities with ongoing programs, such as museums and art galleries; festivals and large public sporting events.

Only events with confirmed dates will be accepted. An exact date must be given (not the "third Saturday in June" or "Labor Day Weekend").

Events must be open to the public and of interest to visitors: meetings, most fundraisers and membership events will not be listed (refer to examples at the bottom of the list).

Events within Temecula Valley as well as those partnered with Visit Temecula will be submitted to the Calendar. Events outside Temecula Valley will be considered on a case-by-case basis.

Events must have the location where it will be held in the Venue field and its physical address (no PO Boxes) in the Address field to avoid rejection. Example: If the event is held at Pechanga Resort Casino, enter "Pechanga Resort Casino" in the Venue field or locate the business in the dropdown menu. The Venue must have the street address in the Address field for Google maps mapping feature to find the exact location of the event.

A full valid website address must be included and links should go directly to the page on the website where event information is located. If there isn't a specific event page, provide a link to the organization or venue location.

It is the responsibility of the individual submitting this form to ensure the accuracy of the information and to notify Visit Temecula Valley of a decision to cancel, move or change an event. Visit Temecula Valley shall not be held liable for erroneous information.

Images must be included with your listing to assist in the promotion of the event on our website. Photos must be in high-res, horizontal JPG format and at least 1000 pixels wide or larger and must NOT include any text or logos.

The calendar administrator may decline a submission request if:

- *The event does not conform to the guidelines above.*
- *The submission form is not properly completed.*
- *The request includes inappropriate or offensive content, including profanity; references to illegal activities; defamatory or harassing language aimed at an individual or group; etc.*
- *Other reasons at the discretion of the Visit Temecula Valley staff*

EXAMPLES OF EVENTS WHICH WOULD NOT BE CONSIDERED VISITOR EVENTS:
- *Activities of a personal nature, i.e. weddings, receptions and family gatherings*
- *Activities of a retail nature, i.e. store sales, customer appreciation days and special promotions.*
- *Activities which promote or are part of regular ongoing daily business activities, i.e. tours, ticket sales, ongoing daily events. etc.*
- *Regularly scheduled meetings, i.e. Civic Club meetings, church services.*
- *Auditions, Recitals, or Political Events*
- *Fundraisers of a personal nature not affiliated with a local partner business.*
- *Classes, Workshops, or Camps that span a number of days or weeks throughout the year.*

Once the administrator reviews and approves the submission, the event will be posted on the calendar. Submission of an event does not guarantee that it will be approved to the calendar.

A notification will be sent to you, regardless of publication decision, within 10 business days.

Questions/Comments: Please contact info@visittemeculavalley.com or call (951) 491-6085