

Waco CVB Website and Monthly Printed Calendar Free Marketing Opportunity

The Waco CVB offers to all public events the opportunity to promote their event via a Calendar of Events that is distributed monthly. This Calendar also appears on the Waco CVB Website. This is a free marketing opportunity for public events taking place in the Waco area.

Printed Calendar Deadline: Events must be submitted online no later than the 1st day of the month prior to the Month of the event. For example: An event taking place in May will need to be submitted to the Online Calendar no later than April 1st. If you submit the information via email or fax to be input by the CVB you must submit the information no later than the 25th of the month 2 months prior to the event date for inclusion on the printed calendar. For example, an event taking place in May will need to be submitted no later than March 25th. Events can be submitted as early as you like including several years out.

To take advantage of this opportunity you have three options. You can submit the information yourself on the Website, fill out this form and return it to the Tourist Information Center via fax or mail, or submit the following information via email to Liz Andrews at liza@ci.waco.tx.us. All submissions to the Tourist Information Center must be in writing, we will not take information over the phone.

Option #1 – Submit the information yourself on the Waco CVB Website

- 1) Go to www.wacocvb.com. On the left side panel click on Calendar of Events
- 2) Click on Post a New Event and the follow the instruction.

Option #2 – Please fill out the form below and return to the Tourist Information Center at **Tourist Info Center, Attn: Calendar of Events, PO Box 2570, Waco, TX 76702-2570 or Fax 254-750-1694.**

Event Type (*Circle One*)

Sports/Tournament Festival Community Event Concert Conv/Meeting
Fundraiser Show Special Event Exhibit Art Music Theatre Other

Event Title _____

Event Place, Dates, and Time (*Dates and Time Open to the Public*)

Brief Description (*Admission prices, location, vendor types, activities, etc.*)

Is this Event? (*Please Circle One*) Weekly Monthly Yearly _____

Website _____

Phone # for Event Information _____

Contact Information (*person who submitted form*)

Name _____ Phone _____
Title _____ Organization _____
Address _____
City _____ ST _____ Zip _____

Option #3 Email the above information to Liz Andrews at liza@ci.waco.tx.us.