

The Waco CVB produces a Calendar of Events each month that is printed and distributed throughout the city as well as posted on our Website. You can submit your information for the Calendar 3 different ways. All submissions must be in writing.

- Online at www.wacocvb.com (Instructions for submission are included with this letter)
- Fax the information to the Tourist Information Center at 254-750-1694
- Email the information to liza@ci.waco.tx.us or aprila@ci.waco.tx.us

The online calendar is the most frequently viewed page on the CVB Website. By listing your event you will be promoting it to thousands of visitors for free. This also helps promote Waco as the fun and exciting destination that it is.

There is no limit on how early you can submit your events, however, there are deadlines for how late you can submit your events and still have them appear on the printed calendar. We also use the online calendar to submit events to the State of Texas Calendar and other publications. Below are the deadlines for the inclusion of your events on the print calendar and the State Calendar. If you miss the printing deadline, please continue to submit your events to the online calendar so visitors will have the latest and most accurate information available on the website.

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.

State Calendar and other Publications: Events must be submitted to us by the following deadlines.

Sept., Oct, Nov. Events -	May 20 th
Dec., Jan, Feb Events -	Aug 20 th
Mar, Apr, May Events -	Nov 20 th
June, July, Aug -	Feb 20 th

If you have any further questions or need help with submitting your events online please contact the Tourist Information Center, 254-750-8696 or aprila@ci.waco.tx.us, or Mandy Spikes, 254-750-5805 or mandys@ci.waco.tx.us.

Thank you for your help in keeping our visitors aware of all the fun and interesting things that are taking place in Waco.

Instructions for Submitting Events Online

Anyone can submit an event for possible inclusion on the calendar. There is no charge for inclusion. Events should be open to the public and we are especially interested in events of interest to visitors. All events will be reviewed prior to posting, for appropriateness and completeness.

Go to www.wacocvb.com

Click on the Calendar of Events page.

Click on "Post a New Event"

If you already have an account you may log in here. Below the log in there is a link to create a new account. You will need to create a user account if you don't already have one. Fill out the new user account form. Once completed it will take you back to the log in page where you will need to log in to create a new event listing.

After you log in, you will need to choose between posting an event and looking at the calendar. To create a new event click on Post a New Event. You are then asked if this event occurs Once, Weekly, or Monthly. (You will be able to change this at a later time if you need to). Then click Create a New Event. This takes you to a new page. Please fill in as much information as possible. You may also upload a logo or picture for your event. When you are finished click on Create this Event. At this point you may go back and edit your event, however, once the event has approved you may not go back and edit the event.

How to upload your event logo

Please note that you have the option to upload your organization's logo or an event logo, when you fill out the event listing form. The image must be in JPEG or GIF format, and be 200 pixels by 200 pixels. You just click on the "Browse" button where it says, "Click here to upload a picture of your event," and find the picture you want to upload on your hard drive.

How to edit your event

Once an event has been approved you can not go back and edit the event. If you have changes to an event you may duplicate the event information, make the necessary changes (essentially creating a new event listing) and submit it for approval. Most approvals happen within 24-48 hours. Then you can delete the old event listing. If you need the changes made immediately you may contact us to make the necessary changes.

For further information

You can also submit your events to the Tourist Information Center by fax 254-750-1694, or email aprila@ci.waco.tx.us or liza@ci.waco.tx.us and we will enter the event for you. All event submissions must be in writing. If you have any questions about using the calendar that are not answered here, please call Mandy Spikes at 750-5805 or mandys@ci.waco.tx.us or April Allen at 254-750-8610 or aprila@ci.waco.tx.us.