



## Events Submission Guidelines

Events submitted for consideration must be open to the general public, of general appeal to visitors and not require lodging (properties may wish to inquire about submitting a package to our web site if this is the case.) Events submitted for consideration must be held within the state of New Hampshire. Listings promoting commercial retail sales in any way will not be included in the calendar as these are considered to be commercial advertisements. Exceptions to these are listings where the sales are not the sole focus of the event (ex. Main Street or outlet events featuring entertainment, food vendors, etc. that offer discounts at local businesses during the featured event.) **Ongoing, continuous events happening every day for a month or more are not permitted-** we do not have the resources to include such schedules of operation in the events calendar.

Submitted events are required to contain the following information for calendar consideration:

- **Title of event**
- **Category of Event** - We realize there will not be a perfect fit for every event, but please try to select the category that most closely relates to your event.
- **Region** - The tourism region in which the event is being held (ex. Great North Woods Region, White Mountains Region, Lakes Region, Dartmouth-Lake Sunapee Region, Monadnock Region, Merrimack Valley Region, Seacoast Region.)
- **Time of event** - Please be specific and include both a start and end time.
- **Date(s) of event** - Use the "Add" button to select dates from the calendar for your event.  
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- **Description** - Although there are no word limits on descriptions, please keep them as brief as possible. Do not include quoted reviews by critics or personal quotes. Please keep your descriptions generic. Please refrain from using exaggerated self-promotion statements such as "This is the biggest and best corn chowder festival in the state." Other corn chowder festival promoters may disagree. Also, you do not need to include any dates, times, fees, web addresses or phone numbers in your description as this is already included in your listing.
- **Fee(s)** - Any admission fees or other costs associated with the event. If admission to your event is listed as "free," but admission to the venue is not included, please list your admission fee as the fee.
- **Location** - The venue where the event is being held. Although not required, try to include a street address as well. Visitors using the calendar have found this helpful (ex. The Palace Theatre, 80 Hanover Street).
- **City** - The city or town where the event is being held.
- **Contact Number** - A phone number where visitors can call for more information. Please note that this number is made public in our online events calendar and is required for a listing to be considered. Do not provide a web address as your sole method to obtain more information.
- **Email** - Email address for to contact for more information- this address will also be made public in the calendar.
- **Website** - The website where more information on your event can be found.

Events submitted for consideration are normally approved or declined within 24-72 hours of submission. Upon approval, the event listing is immediately posted onto the New Hampshire Division of Travel and Tourism's online events calendar at [www.visitnh.gov](http://www.visitnh.gov). Event listing providers will be notified by e-mail with accompanying details should their submission not be approved.