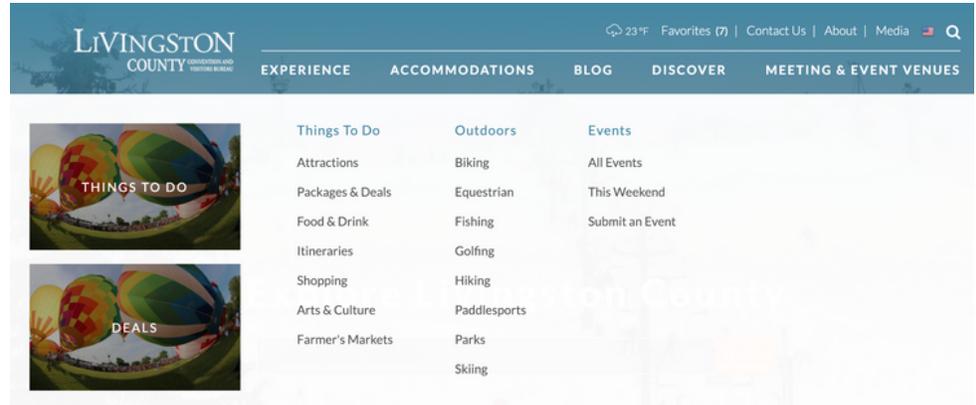




# Submitting An Event

## Step 1

After searching for your event to make sure it has not already been added to the site, hover over the Experience tab. You will see Events in blue text. Click on "Submit an Event" underneath that category.



## Step 2

Fill out the information on the form to populate your event name, description, address, region, category, and photo. **Please note**, photos of the event itself or an appropriate stock photo are preferred. Logos and fliers may not be approved. Photos must be horizontally orientated and high-resolution. **1200x900** pixels minimum, which can usually be achieved with a smartphone camera. A professional photo is highly encouraged.

## Submit an Event

Fill out the fields below in order to have your events listed on our website. Please take a moment to search your event first to prevent duplicate listings.

Your event will not automatically be added once you click "Submit Event" at the bottom of the form. It will first go through an approval process to make sure it contains all the information necessary. Event approval is based on the potential to increase visitors to Livingston County. Required fields are marked with an \*

Event Name \*

2019 Livingston County Mac & Cheese Festival

Event Description \*

Come to Downtown Howell for the 2019 Livingston County Mac & Cheese Festival and sample dishes from all over the Brighton-Howell Area

Additional event photos and information can be sent to [info@lccvb.org](mailto:info@lccvb.org). Please do not hesitate to reach out with any questions!



# Submitting An Event

## Step 3

Determine whether your event is **standard** or **recurring** and fill in the appropriate timeframe.

### Event Dates

#### Event Type \*

A standard event occurs on one day. A recurring event recurs over multiple dates.

Standard

Recurring

#### Start Date \*

07/07/2019

#### End Date \*

07/07/2019

#### Time \*

11:00 am - 8:00 pm

#### Event Type \*

A standard event occurs on one day. A recurring event recurs over multiple dates.

Standard

Recurring

#### Date

07/06/2019

#### Time

11:00 am - 8:00 pm

[x remove date](#)

#### Date

07/07/2019

#### Time

2:00 pm - 6:00 pm

[x remove date](#)

[Add Event Date +](#)

## Step 4

Add any other relevant information like event website, admission cost, ticket link, and social media. Before submitting, include your contact information in case we have questions for you.

### Tell Us About Yourself

#### Name \*

Amelia  
First

Ritter  
Last

#### Email \*

amelia@lccvb.org

#### Phone \*

(248) 412-3678

[SUBMIT](#)