Roanoke Valley Convention & Visitors Bureau
Event Submission Instructions

To enter events, navigate to http://www.visitroanokeva.com/things-to-do/calendar/submit-an-event/ and fill out the form using the following guidelines. Note that the Submit an Event form can also be accessed by navigating to the "Calendar of Events" page from "Things to Do" on the Home Page, and then clicking the "Submit an Event" link in the left-hand column. Please note once you submit an event you will NOT be able to edit it. Please contact frontdesk@visitroanokeva.com for any changes.

Submitting an Event

- Please check the calendar to make sure your event is not already listed.
- Fill in the Event Title, Category, and Start Date at the top of the form. Red fields are required. Please include key search words for your event in the Title field.
- The current Categories for Events are:
  - Annual Events
  - Arts and Culture
  - Arts Council
  - Berglund Center
  - Brewery Events
  - Children's Events
  - Classes
  - Conference/Convention
  - Exhibits
  - Festivals
  - Foodie Events
  - Fundraisers
  - Group Friendly Events
  - History/Heritage
  - Holiday Events
  - Jefferson Center
  - Lectures/Gallery Talks
  - Live Music
  - Parks and Recreation Programs
  - Salem Civic Center
  - Special Events
  - Sporting Events
  - Stage Performance
  - Tours
  - Visitor's Guide Events (internal use only)
  - Winery Events
  - **Note: This is a multi-select field**. Hold the Ctrl key down to select all categories that apply.

For single recurrence events (one show concerts, one show tour acts, etc.)
- Ensure that the "One Day" box is selected in the "Event Recurrence" section (when selected it will be a darker blue than the others)

For events occurring on sequential days (festivals, fairs, etc.)
- Ensure that the "Daily" box is selected in the "Event Recurrence" section (when selected it will be a darker blue than the others)
- The "Daily Recurrence Option" allows you to select the interval for your event recurrence. For continuous, sequential events ensure that the selection is "Every 1 day(s)"
- The "Recurrence Range" section allows you to set the ending time of your event. Ensure that the ending date is the correct ending date for your event. The Default showing is the current date, so it will need to be changed.

For events occurring on a pattern throughout one week (plays that show every other day, sports games, etc.)
- Ensure that the "Daily" box is selected in the "Event Recurrence" section (when selected it will be a darker blue than the others)
- The "Daily Recurrence Option" allows you to select the interval for your event recurrence. Ensure that the selection is "Every (blank) day(s)," filling in the blank with how often the event occurs (every 2 days, every 6 days, etc.)
- The "Recurrence Range" section allows you to set the ending time of your event. Ensure that the ending date is the correct ending date for your event. The Default showing is the current date, so it will need to be changed.

For events occurring weekly (live music, special classes, etc.)
- Ensure that the "Weekly" box is selected in the "Event Recurrence" section (when selected it will be a darker blue than the others)
- Fill in the blank in "Every (blank) week(s) on:" to match your event recurrence interval, and select the day(s) the event occurs on.
- The "Recurrence Range" section allows you to set the ending time of your event. Ensure that the ending date is the correct ending date for your event. The Default showing is the current date, so it will need to be changed. If continuous, mark the "No end date" field.

For events occurring monthly (lectures, special movie showings, etc.)

- Ensure that the "Monthly" box is selected in the "Event Recurrence" section (when selected it will be a darker blue than the others)
- For an event occurring on a certain date of the month (3rd of every month, 21st of every other month) use the first selection in the "Monthly Recurrence Options" section.
- For an event occurring on a certain day (first day of the month, third Thursday of every other month) use the second selection in the "Monthly Recurrence Options" section.
- The "Recurrence Range" section allows you to set the ending time of your event. Ensure that the ending date is the correct ending date for your event. The Default showing is the current date, so it will need to be changed. If continuous, mark the "No end date" field.

For events occurring at the same time yearly (annual festivals, holiday celebrations, etc.)

- Ensure that the "Yearly" box is selected in the "Event Recurrence" section (when selected it will be a darker blue than the others).
- For an event occurring on a certain date of the year (4th of July, 31st of December) use the first selection in the "Yearly Recurrence Options" section.
- For an event occurring on a certain day (first day of January, fourth Thursday of November) use the second selection in the "Yearly Recurrence Options" section.
- The "Recurrence Range" section allows you to set the ending time of your event. Ensure that the ending date is the correct ending date for your event. The Default showing is the current date, so it will need to be changed. If continuous, mark the "No end date" field.

Event Description

- Fill in the event description in the Description box. There is virtually no limit to the amount of information you can enter into this text field.
- Put the event times in the "Event Times" field, including any variations that may occur on different days.

Selecting a Venue

The Submit an Event form references the Bureau's CRM database for Partner venues. Most of the venues for events should be available from the dropdown "Select a Venue" field, which will fill in the address information when selected. If your venue does not show in the "Select a Venue" field, please leave blank.

Location

Please list the Location name – include any specific room information, if applicable.

Event Admission and Contact Information

- Fill in the "Event Admission" field, including pricing variances based on age, membership, etc.
- Fill in the Contact, Phone, Email and Event Website information in the fields provided.
- Fill in your contact information in the "Your Information" fields. This information will be used in verifying and approving the event. This information is required for form submission. Please include any additional comments, including image information, in the Comments section. **The Comments section does NOT show on the website.**

Please note that images are not being accepted through the Submit an Event form. To have a picture associated with your event, submit images (frontdesk@visitroanokeva.com). As stated earlier, please include all image information including which specific image to attach to the event and who the image is coming from (if not from you) in the Comments section of the form. All images must be no larger than 210 wide x 170 high. If the image is smaller than the maximum dimensions, stretching may occur.

IMPORTANT NOTE
If your event is denied or adjusted, no record of the original Submit an Event form is retained by our system. Please save a backup copy of your event information before submitting it through our website in the event of a denial or submission adjustment.