



Flagstaff Convention & Visitors Bureau

CALENDAR OF EVENTS

For Office Use Only

Website _____

Word Doc. _____

Initials _____

CALENDAR OF EVENTS SUBMISSION FORM *(Please fill all applicable boxes)*



The Flagstaff Convention and Visitors Bureau (CVB) keeps a comprehensive list of tourism-related Flagstaff events throughout the year. These events are promoted through an online calendar on the

CVB's website, a biannual printed calendar of events, a weekly e-blast, posting of Flagstaff Happenings throughout town and through Flagstaff Facebook and Twitter posts.

Our numbers speak for themselves!

- 1.) Approximately 10,000 printed **Calendar of Events** are distributed free of charge to potential and current Flagstaff visitors.
- 2.) The official website of the Flagstaff CVB, flagstaffarizona.org, attracts an average of 35,000+ visits per month.
- 3.) **Flagstaff Happenings**, a locally printed and distributed flyer is emailed to more than 3000 opt-in participants a week.
- 4.) Our Flagstaff Facebook page; **flagstaffarizona** has 17,000+ fans and Twitter; **@visitflagstaff** has nearly 2000 followers.

Please submit events a minimum of two weeks in advance for online consideration.

Date of Event: *(e.g.: day(s)/ongoing/first Fridays of the month, etc.)*

Name of Event, Activity or Performance:

Location of Event:

Event Description *(Please limit to 25 words or less):*

Time of Event:

Event Phone Number: Alternate Phone Number: 1-800 Phone number:

Event Website *(for more information):*

Admission Charge(s) *(will not be listed unless free):*

Age Limit(s) *(if any):*

<input type="text"/>	<input type="text"/>
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Address of Event:

Send this form to the Flagstaff Convention & Visitors Bureau

TO: Carrie Nelson c/o Calendar of Events
 Flagstaff Convention & Visitors Bureau
 211 W. Aspen Avenue, Flagstaff, AZ 86001
 (928) 779-7636, Fax (928) 556-1305
 E-mail: <mailto:cnelson@flagstaffaz.gov>

PLEASE NOTE: CVB publications highlight Flagstaff events and activities, and should be tourism related and open to the public. The Flagstaff Convention & Visitors Bureau reserves the right to edit text if necessary and omit events from the calendar if they are not directly tourism-related. The information provided may be used in various publications and media throughout the year. The organization submitting this event is responsible for the accuracy of the entry, and is fully responsible for alerting the CVB to any updates and/or changes as soon as possible for any alteration.

Contact Information: This will not be published, but will be used by administration only. Please include the event contact person, e-mail address and mailing address.

Contact Person:

Phone:

Fax:

Mailing address:

Email:

Sign and Print your Name (and Title)

Approval

Date