Event Submission Guidelines

Local businesses, attractions and community members can create and submit leisure-focused events to be posted on Visit Baltimore's website. Leisure events include festivals, performances, sporting events, museum exhibits and other activities of interest happening in Baltimore City.

Anyone can submit an event for approval using the web page Baltimore.org/submit-event. Please refer to the guidelines below when filling out the event submission form.

Contact Info: Who Visit Baltimore should contact if we have questions about the event. The name and email provided in this top section **will not** be shared publicly.

Event Information:

- **Title**: The name/title of your leisure event
- **Category:**
    - Hold down the shift button while clicking to select multiple categories.
    - Select all relevant categories.
- **Host Organization Listing**:
    - Only official VB partners have listings in this drop-down list.
    - Non-VB partners should **write** the name of their organization in the "Other Host Organization" box.
- **Other Host Organization**:
    - Non-VB partners should enter their organization's name here.
- **Select a Venue**:
    - Similarly, only official VB partners will appear on this list.
    - Organizations that are not partners should write the name of the event venue or site in the "Location" box.
- **Location:** Where the event is taking place
- **Address/City/State/Zip**:
    - If a partner organization is selected from the "Select a Venue" box, the address fields will automatically populate.

- o Otherwise, the individual submitting the event will need to input the address manually.
- ➢ **Admission**
    - o Cost to attend the event
    - o Please include all price tiers/price range
        - i. Ex: "Students: $10; Adults: $20" or "$10-20"
    - o Please write "free" if the event is free
- ➢ **Email**:
    - o Who prospective attendees should contact if they have questions
    - o This email **will be** visible to the public.
- ➢ **Phone**: Phone number for inquiries from the public
- ➢ **Website:**
    - o Submit a URL to direct visitors for more information
    - o Instagram pages, Facebook events or Eventbrite links are also acceptable
- ➢ **Start/End Time:** When the event begins and ends

Event Image: Please upload a high-quality photo or graphic to appear alongside your event description. Images must be a .jpg or .jpeg file and must be a minimum width of 1600px by height of 700px; files must be less than 3MB.

Description:

- ➢ Provide a brief but detailed description of the event
- ➢ Reiterate dates, times and other key logistical details

Start Date: The first day of the event

Recurrence Options:

- ➢ One Day: The event only begins and ends on the "start date" you selected.
- ➢ Daily: The event takes place every day until the selected end date. To pick a specific end date, see the "End on" box.
- ➢ Weekly: The event takes place once a week. Select the day of the week on which the event occurs.
- ➢ Monthly: Select at which point in the month the event regularly occurs.
- ➢ Custom: Select specific dates on which the event occurs.

Once the event has been submitted, it will be reviewed and approved by Visit Baltimore before being posted to our website; please allow 2-3 business days for the Event to appear on our website. If you need further assistance, please contact Kathryn Baker at kbaker@baltimore.org.