

# EVENT LISTING SUBMISSION FORM



Lake Erie Shores and Islands Welcome Center (LESI) wants to know what event(s) your organization is holding. This information will be used on the SHORESandISLANDS.com website, and may be used on social media and in printed calendars. Please fill out this form completely. You may also submit a photo of your event. Photo requirements:

- Orientation: Landscape; the ideal image will be able to be cropped square
- 640 pixels wide x 480 pixels high
- .jpg attachment
- Must be at least 72 dpi (photos submitted at 300 dpi may be considered for printed publications)

**Fields that are in BOLD are required fields. Incomplete information will be returned to you for completion.**

## Contact Information (For LESI records only, not to be published):

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

## Special Event Listing Information (To be published):

**Name of Event:** \_\_\_\_\_

**Venue Name:** \_\_\_\_\_

**Event Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_ **Toll-free Phone:** \_\_\_\_\_

**Event Details URL:** \_\_\_\_\_

**Dates of Event** (include month(s), day(s), year): \_\_\_\_\_

**Time(s) of Event:** \_\_\_\_\_ **Admission Fee** (if any): \_\_\_\_\_

**Description of Event** (in 30 words or less): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By signing below, you are authorized to provide information on behalf of the business indicated and are approving the information for publication.**

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Event inclusion is not guaranteed and LESI retains the right to edit event descriptions if necessary.*

### Complete and return to:

#### OTTAWA COUNTY EVENTS

Lake Erie Shores & Islands-West  
770 S.E. Catawba Rd., Port Clinton, OH 43452  
Phone: 419.734.4386 or 800.441.1271  
Fax: 419.734.9798  
Email: maryann@shoresandislands.com

#### ERIE COUNTY EVENTS

Lake Erie Shores & Islands-East  
4424 Milan Rd., Ste. A, Sandusky, OH 44870  
Phone: 419.625.2984 or 800.255.3743  
Fax: 419.625.5009  
Email: events@shoresandislands.com