

Criteria for inclusion in the visitmuncie.org calendar of events:

- The event **MUST TAKE PLACE IN DELAWARE COUNTY.**
- Event must be open to the general public
- Invitation/member only events will not be accepted.
- Political events/fundraisers will not be accepted.

Acceptable type events:

Culinary	Dance	Fairs, festivals	Flea Markets
Film	Health Fairs	Lectures , literature	Museums
Music	Outdoors, sporting	Theater	Tours
Visual arts	Classes & workshops	Sales of artwork & fine crafts	Expos, home tours, home shows

Will not be accepted:

Events outside of Delaware Co.	Events with a virtual location	Religious services, events that assume religious or spiritual beliefs	Entrepreneurial, networking and/or recruitment events
Calls for entry or vendor solicitations	“Adult” oriented entertainment or salacious content	Political fundraisers	Invitation/member only events

You may submit your event via our online form, fax, email or postal.

Whatever method you choose the following details must be included:

Name of Event

Location: including name and address

Contact info: This will appear in your listing. This is the individual or entity responsible for the event and for responding to inquiries about the event.

Description: This should be a short description of the event which provides a synopsis of the event and invites the viewer to learn more. URL’s may be provided to take the viewer to a web site with detailed agendas etc.

Date: Days and times each day/s the event takes place.

Images: We can include an image on your listing. Flyers also work well so that we can link to them for visitors to print.

Video: We can link to a YouTube video from your event.

Cost: Is there an admission fee?

IF you have a press release that contains all of this information please send via email. If you have a media contact distribution list please add our email to your regular distribution.

Muncie CVB reserves the right to edit submitted information for spacing prior to posting on web and printed events calendars: and furthermore reserves the right not to post events that may be in conflict with our guidelines within Delaware County. Once you have submitted an event, the staff of Muncie CVB will decide if the event meets our criteria before posting. Allow 5 – 10 business days for posting to appear at visitmuncie.org

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