

# Special Event Calendar Form



**Alton Regional Convention and Visitors Bureau**  
Serving Jersey, Calhoun and Northern Madison Counties

EVENT NAME: \_\_\_\_\_ IS THIS AN ANNUAL EVENT? YES/NO

FIRST DAY OF EVENT: \_\_\_\_\_ CLOSING DAY OF EVENT: \_\_\_\_\_

ORGANIZATION PRODUCING EVENT: \_\_\_\_\_

EVENT VENUE: \_\_\_\_\_

Name of place if an attraction, park or public place, such as Pere Marquette State Park or Gordon Moore Park

EVENT STREET ADDRESS: \_\_\_\_\_

EVENT CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ (9 digit)

EVENT COUNTY: \_\_\_\_\_

MAILING STREET ADDRESS OF ORGANIZATION PRODUCING EVENT: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_ (9 digit)

EVENT'S MAIN PHONE NUMBER with area code: (\_\_\_\_\_) \_\_\_\_\_

EVENT'S FAX PHONE NUMBER with area code: (\_\_\_\_\_) \_\_\_\_\_

EVENT'S TOLL FREE PHONE NUMBER with toll-free area code: (\_\_\_\_\_) \_\_\_\_\_

TTY HEARING DISABLED PHONE NUMBER with area code: (\_\_\_\_\_) \_\_\_\_\_

WEB ADDRESS FOR ORGANIZATION PRODUCING EVENT: www. \_\_\_\_\_

EMAIL ADDRESS FOR ORGANIZATION: \_\_\_\_\_

EVENT DESCRIPTION:

DIRECTIONS FROM NEAREST ILLINOIS STATE HIGHWAY:  
(example: 3 miles south of Illinois Hwy. 67 on State Street in Jerseyville.)

DIRECTIONS FROM NEAREST MAIN INTERSECTION:  
(example: 2 blocks north of the intersection of Broadway and Henry in Alton.)

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ADMISSION: \_\_\_FREE \_\_\_FEE Charged

(Please state amount) \$ \_\_\_\_\_

EVENT HOURS: \_\_\_\_\_

PARKING INFORMATION (check all that apply):

\_\_\_ ON-SITE \_\_\_ OFF-SITE \_\_\_ PARKING NOT AVAILABLE price per car for parking:\_\_\_

MOTORCOACH PARKING \_\_\_\_\_ HANDICAPPED ACCESSIBLE: \_\_\_\_\_

**FORM SUBMISSION CONTACT:**

Person submitting this form: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**Policy for Calendar of Events**

**Purpose of Calendar of Events Listing:**

To provide a system for visitors and potential visitors to become aware of tourism events, festivals and activities for the region. These event listings are designed to assist the traveler in their planning efforts to visit the region. In order to best meet our mutual needs, these events must be of a nature to bring people into our communities from outside of our region. A typical guideline would be, "would a significant number of people travel more than 50 miles to attend this event?"

Events also will be submitted to the State of Illinois database for event listings on [www.enjoyillinois.com](http://www.enjoyillinois.com)

**Requirements:**

The official form must be completed and submitted to the Alton Regional Convention & Visitors Bureau, 90 days prior to the event. The event must be open to the public. The event must be held within the Alton Regional CVB service area (northern Madison, Jersey and Calhoun counties in Illinois).

It is the responsibility of the event organizer to ensure accuracy of the information submitted.

Alton Regional Convention & Visitors Bureau must be notified within 48 hours of a decision to cancel an event. Failure to do so may impede future listings or promotion by Alton Regional Convention & Visitors Bureau.

Alton Regional Convention & Visitors Bureau retains the right to refuse any listing.

**Limitations:**

Events and Fund-Raisers without a relevant tourism connection are not eligible for listing on our Tourism Destination website at [www.visitilton.com](http://www.visitilton.com). The visitor's center can be made aware of any ineligible event and a flier can be posted at the visitor's center in Alton. However, we strive to keep event listings tailored to the traveling public and day-trip guests.

**Please submit your completed form at least 90 days prior to your event to:**

**Alton Regional Convention & Visitors Bureau  
200 Piasa Street  
Alton, IL 62002**

**FAX: 618-465-6151**

**EMAIL: [info@visitilton.com](mailto:info@visitilton.com)**

**Questions? Contact the Alton CVB at 618-465-6676.**