Submit your event for inclusion in the What's Up In Hull Community Calendar for <u>FREE</u>*!*

We're putting together a comprehensive local event calendar to let our readers know what is going on in the community. **Increase attendance to your event by listing it on the www.whatsupinhull.com Community Calendar!**

Complete our Contact Us form at http://www.whatsupinhull.com/contact-us/ with the following information *at least 72 hours prior to the event.*

1. **Location Information (if the location is not already in our database from previous event listings). If the location exists, we will only need the Event information listed in Section 2.**
   - Business name
   - Business address (physical location only, P.O. Boxes are not accepted)
   - Business phone number
   - Contact name (this is not visible to the public)
   - Contact email address (this is not visible to the public)
   - Business website (ex. http://www.yourwebsite.com)

   Note, the location information will remain listed in our locations directory whether you have any events listed or not. Therefore, if there is a change of address or contact information, please send the updates to us as soon as possible to keep it fresh. We will send an email one time each year for your review and approval to keep it in the database. If we do not receive an approval by the due date in the email, the location will be deleted from the database.

   Private residence locations for yard sales will be removed from the database no more than 30 days after the yard sale date.

   Let us know, if at any time, you would like your business removed from our database. Once a request is received, the location will be removed within 72 hours and a confirmation email will be sent out.

2. **Event Information**
   - Event Name
   - Event Start Date
   - Event End Date
   - Is this a recurring event? **Y**es or **N**o
   - Include future dates if it is recurring. *** If future dates are provided, they must be updated in the event of a cancellation or postponement**.

- Time of event (start and end times if required)
- Location of event (include all location information listed **above** if different from Business address)
- Event Category:
    - Community Event
    - Family Event
    - Nightlife
    - Education and Lectures
    - Arts and Exhibits
    - Beach and Boating
    - Music
    - Yard Sale
    - Hull Event
    - Outside of Hull
- Short (3 to 4 sentence) event description (include event website and price, if any)

Please let us know of any schedule changes as soon as possible in order to update the event listing and keep the calendar accurate.