

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. A photo must accompany each 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Contact Information (For LESI records only, not to be published):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
 216 E. Water St., Sandusky, OH 44870
 Phone: 419.625.2984 or 800.255.3743
 Fax: 419.625.5009
 Email: events@shoresandislands.com