

## Advertising Your Event

The headings below will give you a guide as to the information required when you register your event on the Bass Coast Shire Council's Calendar of Events. To register your event online please go to the [www.basscoast.vic.gov.au](http://www.basscoast.vic.gov.au) and select "Register your event" and complete online registration.

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

**Category:** please indicate the most appropriate category from the list below:

- |                        |                     |
|------------------------|---------------------|
| Business               | Charity/Fundraising |
| Cinema/Film            | Community           |
| Cultural/Multicultural | Dance               |
| Family                 | Food/Wine           |
| Health/Fitness         | Hobby/Interest      |
| Learning/Education     | Literature/Writing  |
| Music                  | Performance/Theatre |
| Sport                  |                     |

### Event Details:

The headings on the website are a guide as to the information required when you register your event. Boxes marked with an \* are required fields. We are not able to accept your event listing if these fields are not filled in.

The Event **Description** is your opportunity to '**sell**' your event to the reader. Please include details such as attractions, stalls, special guests, activities, etc. and attach photos or posters of your event if available.

**Location** \_\_\_\_\_

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

**Start Date** \_\_\_\_\_

**Start Time** \_\_\_\_\_

**End Date** \_\_\_\_\_

**Finish Time** \_\_\_\_\_

**Contact Person** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Web Site** \_\_\_\_\_

**NB Word Verification must also be completed before submitting your event.**