



# The Tyler Area Chamber of Commerce

## Events Calendar Submission Form

Organizations and Chamber members can use the form below to submit an event occurring in the Tyler area. These events **MUST BE OPEN TO THE GENERAL PUBLIC**. You may be contacted by Chamber staff if clarification is necessary. Please note that your event submission does not guarantee the event will be placed on the calendar - the Tyler Area Chamber of Commerce reserves the right to refuse or remove the posting of any event. All events are generally posted within three business days after approval.

**\* REQUIRED FIELDS**

**EVENT INFORMATION**

\* **Event Title:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* **Event Description:** \_\_\_\_\_

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

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

\* **Start Time:** \_\_\_\_\_ AM/PM

\* **End Time:** \_\_\_\_\_ AM/PM

\* **Address of Location:** \_\_\_\_\_

\* **Location Description:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Website:** \_\_\_\_\_

**EVENT CONTACT INFO**

\* **Contact Full Name:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**(Please note that if both the above Email Address and Phone Number are left blank, the Poster's Email Address and Phone Number entered below will be used as the event's contact information.)**

**WHO POSTED EVENT?**

\* **Full Name:** \_\_\_\_\_

\* **Email:** \_\_\_\_\_

\* **Phone:** \_\_\_\_\_

Submit this form by faxing it to (903) 592-1268 – or you can email it to [swatson@tylertexas.com](mailto:swatson@tylertexas.com). If you have any questions, please contact Sherry Watson at (903) 592-1161 ext. 232, or April Herschbach at (903) 592-1161 ext. 0.