

# JOHNSON CITY TEXAS CHAMBER OF COMMERCE

PO Box 485, 100 East Main, Johnson City, TX 78636

Chamber Phone: 830-868-7684, Fax: 830-868-5700

[www.JohnsonCityTexasChamber.com](http://www.JohnsonCityTexasChamber.com) [info@JohnsonCityTexasChamber.com](mailto:info@JohnsonCityTexasChamber.com)

## CHAMBER WEB SITE CALENDAR EVENT LISTING REQUEST FORM

Updated 07-01-08

A) IN CASE WE NEED TO CONTACT YOU ABOUT THIS REQUEST, PLEASE GIVE US:

Your name: \_\_\_\_\_ Business name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Is this event sponsored by a non-profit organization with all proceeds to be used in a non-profit manner?

If so, what is the non-profit organization and beneficiary thereof? \_\_\_\_\_

B) TELL US EXACTLY HOW YOU WANT YOUR EVENT LISTING TO BE SHOWN ON OUR WEB SITE:

NOTES: Each data field is optional. Look at web site at above address for formatting examples. Show exact wording desired. Don't assume we will spell-check or know your special words. We reserve right to edit it.

Topics to consider, in order:

Event Date

Event Sponsor

Event Name

Event Time

Event Location

Event Description (don't repeat above or below items)

Cost to participate

Contact Person Name

Contact Phone Number

Contact Email address

Reference Web site address

**Requested Text for Listing (use above topics and sequence to write you listing here. Print very clearly, exactly as you want it.)**

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C) OTHER SPECIFICATIONS FROM YOU:

Do you have a logo in digital form you want us to include with your calendar event listing? [ ] No; [ ] Yes, email to address below.

Please note, you will be advised of any charge for placing a logo on the website prior to its placement.

I have read and I understand the Johnson City Chamber Web General Policies regarding Event Listings.

Your signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

D) INSTRUCTIONS: Submit this completed form to: [info@johnsoncitytexaschamber.com](mailto:info@johnsoncitytexaschamber.com) or fax to above number. Please call the Chamber at the above number for additional questions or if you would like to advertise this event on the marquee.