



# VISIT ROSWELL GEORGIA

## Best Practices for Submitting Your Event

### PHOTO

Use a photo that shows people; this creates interest for those searching and they can picture themselves there. If showing a photo with people isn't possible, use one that will grab their attention. Try to avoid a photo of the flyer created for the event. Speaking of photos, the ideal listing size is 800 (horizontal) x 600 (vertical).



### DESCRIPTION

Create a general description of the event for what people can expect to experience. Use our calendar listing as inspiration and to push users to your website or social media listing for details. Make sure to add beginning and end (if there is one) times.

### MULTIPLE DATES

Is this event taking place multiple times? You can add that in to the description, but also let us know! We can go in and create copies of these events so you don't have to submit one each time. Email [kbagley@visitroswellga.com](mailto:kbagley@visitroswellga.com) with those additional dates.



### SHARE FACEBOOK EVENT

While you take the time to submit your event to our website, make sure to create a Facebook Event Page. Once created, send the link to [kbagley@visitroswellga.com](mailto:kbagley@visitroswellga.com) so she can "add" the event to our Visit Roswell FB Page.

### MAKE IT PERFECT

Don't create more work. Make sure your times, pricing, description and other details are accurate before submitting the event. Although it is easy for our office to copy events, it becomes tedious when we go in and make edits on your events. Especially, those that have multiple dates!

