

# EVENT ADVERTISING FORM – COMPLIMENTARY LISTING

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We look forward to helping you effectively promote your event! Please take advantage of the COMPLIMENTARY exposure on our online event calendars and our "Monthly Schedule" by completing the information below. Upon completion, simply submit with your signed contract at least one month prior to the first day of the month in which your event is scheduled to take place (i.e. event is in March; please submit by February 1).

## ONLINE EVENT CALENDAR INFORMATION

This information is posted on the event calendar located on [www.virginiabeachconventioncenter.com](http://www.virginiabeachconventioncenter.com) and [www.vbfun.com](http://www.vbfun.com) (public events only). These will also be submitted to *The Virginian-Pilot's* event calendar found in the "Daily Break" section and online at [www.pilotonline.com](http://www.pilotonline.com).

Event name: \_\_\_\_\_

Is this a private event?  Yes  No

If yes, your event's description will read, "Private - Admission by Invitation or Pre-registration Only". Accordingly, you will not need to complete #8 "Event Description" below.

Contact phone (optional): \_\_\_\_\_

Contact email (optional): \_\_\_\_\_

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Admission costs (if applicable): \_\_\_\_\_

Web address (Note: address does not appear as a hyperlink; users would have to cut and paste the web address into the browser): \_\_\_\_\_

Event description (850 character limit): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## MONTHLY SCHEDULE OF EVENTS

Event name: \_\_\_\_\_

Is this a private event?  Yes  No; If yes, your event will appear with an asterisk and a footnote that reads, "*\*Private - Admission by Invitation or Pre-registration Only.*"

Date(s): \_\_\_\_\_ Time(s): \_\_\_\_\_

Admission costs (if applicable): \_\_\_\_\_

Brief message (90 characters max): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_