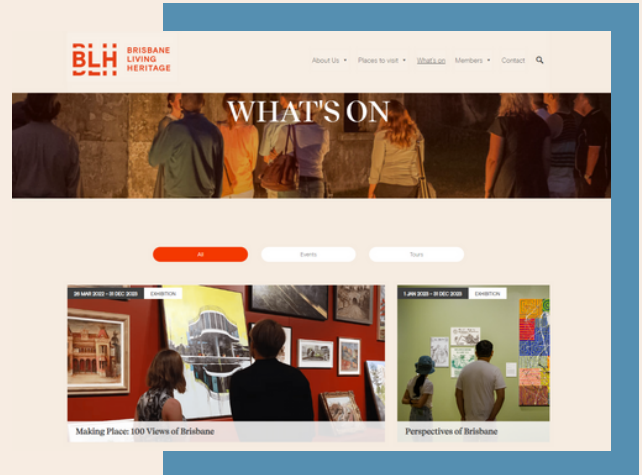# What's On Event Submission

Our 'what's on' calendar is the place for the general public to find out about cultural, heritage and historical events happening across the greater Brisbane area. Events can be viewed by type; Tours, Events or All Events.
This is where you can see the What's On Page

https://brisbanelivingheritage.org/whats-on/

Submit an Event to the BLH Website

Organisational members are entitled to submit special event listings via our online event submission form for promotion on the BLH 'What's On' Calendar.
In the menu at the top of the page, navigate to **Members**, then using the drop-down menu, click on **Submit an Event**.

Don't leave your event submission to the last minute. It takes us time to review and approve your listing. And the point of listing your events on our 'What's On' calendar is to promote your events to as many people as possible.

Submit your Event
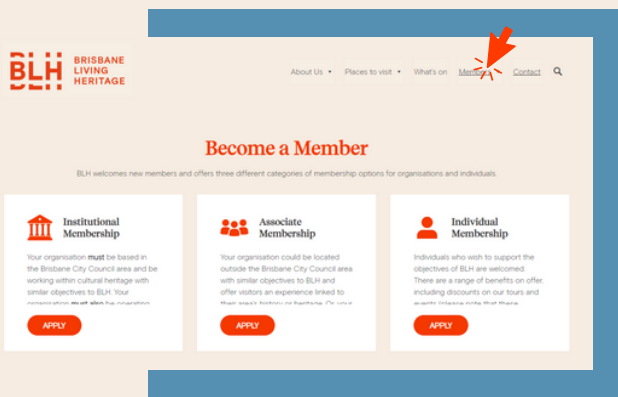
TIP: In the box to the right are the pieces of information that you'll need to have ready for your online submission!

YOUR ONLINE SUBMISSION INFO

Event Title
Event Description
Short Description
Event Website URL
Event Cost
Start Date
Start Time
End Date
End Time
Event Categories
- Events
- Conference
- Public Talk
- Seminar

Venue Name, Street Address, City, Postcode, Phone

Main Image
- Square 300 x 300px

Image Gallery
- Rectangular 600 x 300px
- Three images

Organisation Name, Website, Email
Organiser Phone
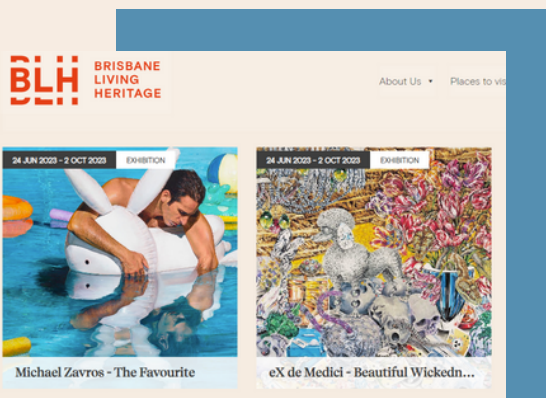Event submitted by: (Name)

BRISBANE
LIVING
HERITAGE

Preparing your content

Plan your event promotion and the details you need to promote your event.
Ensure that your venue, date, contact information details etc.... are at your fingertips.
you will also need to submit a contact person's name, email and phone number for
the listing.

Create an exciting title that is snappy and attention grabbing! Please keep event titles
short and interesting. Long titles look awkward on the 'What's On' calendar.

IMAGES

- Prepare a promotional image for your event listing. (up to three images allowed)
- Choose **at least** one image with **no text, that is square or can be auto-cropped to square by our system.**
- Ensure that you have marketing approval to use this image publicly and have the source information handy.
- Please tidy and resize your images before uploading into our website.
- There are two shapes we need, one square and one rectangular (600x600px and 600x300px)
- Your image needs to be in JPEG file format, be nicely cropped, and scaled to be a maximum of 600 pixels wide to fit on the 'What's On' calendar.
- The main image appears on the Whats On page as a summary of your event for website users to click through to the information. your main image should be free of text and square.
- The text boxes at the top and bottom are generated from the information you input into the system.

Example left is a wide rectangular photo that has been automatically cropped to fit the What's On Summary page. Below original photo which looks fine when you click through to the listing, but doesn't look as good on the front page.

The ideal main photo is without text and able to be cropped to a square by our system

Submitting your details into the online form

Enter your details into our online event submission form. Follow the prompts and enter data into the relevant fields. Please take your time to ensure that all your event details are accurate and complete.

Be sure to select an 'Event Category'.

Upload your resized image into your event listing.

Proof-read your listing! Are your event details correct? You cannot edit it after you have submitted it!

You are ready to submit your event. Once you are sure your listing is at its best and the content is correct, hit the 'submit' button.

Approval Phase

After your event has been submitted, an email will be sent to the BLH Coordinator for approval of your event listing. Once the Coordinator is satisfied with your event, made any minor edits to your listing, your event will be approved and published on the 'What's On' calendar.

What if something went wrong? If something went wrong, please contact the BLH Coordinator for support.

You will be required to email any corrections to Kerry or Caylie at
marketing@brisbanelivingheritage.org

After submission

You will receive an email confirming your submission which will include all the details you have added in each box of the form. If you feel there has been a mistake, please email marketing@brisbanelivingheritage.org with your changes.

Visit our website