

**EVENT SUBMISSION FORM**



Date: \_\_\_\_\_

Merchant name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Website: \_\_\_\_\_ e-mail address \_\_\_\_\_

Event address/location: \_\_\_\_\_

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

When will this event occur? Date: \_\_\_\_\_

Is this a reoccurring event? \_\_\_Y\_\_\_N If so how often? Daily\_\_\_ Weekly\_\_\_ Monthly\_\_\_

Please describe your event below:

Please submit your events by no later than the *15th of every month* in order to have your submission considered in the following months online event calendars, social media and pres releases.

***Submissions can either be faxed to 775-746-0717 or e-mailed to [courtney@designonedge.com](mailto:courtney@designonedge.com)***