→ 1 Enter Event Details

→ 2 Enter Dates & Times

→ 3 Preview & Submit

- Event Name*
- Event Description*
- Event Summary
- Event Website
- Presenting organization*
- Primary Category*
- Add more category types*
- Tags
- Ticket / admission info
- Ticket / information phone
- Ticket website
- Ticket / information email
- Free event checkbox
- Venue*
- Primary Image*
- Your Contact Info
- Contact name*
- Contact email*
- Contact phone

- Dates*
- Times*
- Additional time information

- Preview

[RETURN TO EDIT] [SUBMIT LISTING]

If your event is being presented by a specific organization, that organization name goes here. **Use the venue name if there is no presenting organization**. Leaving this blank will result in a presenting organization of "Unknown" in your event listing

Select **Jazz / Blues** as the sub-category in the drop down menu. If you forget to do this your listing will not flow to jazzboston.org/jazz-calendar.

You will need to enter a new venue if the one you are performing at is not listed.

If you don't submit an image you will see an icon like the one on the left in your listing. All images must be **.jpg, .png, or .jpeg** format only. Each image should be smaller than 1.5 MB in size. **Min resolution allowed is 450 x 300 pixels**. Your ideal image size will be 600 x 400 pixels.

There is no media player built in to the new calendar system. Audio and video files must be added as links in the *Event Description* by clicking on the link icon.

(*) Required by ArtsBoston
(*) Required by JazzBoston