



## **Guide for Submitting Events to Bishops Castle and Beyond**

Go to [www.bishopscastleandbeyond.co.uk](http://www.bishopscastleandbeyond.co.uk)

Scroll to the bottom of the page. Click the link '**SUBMIT YOUR EVENT HERE**' in the footer menu.

**YOUR DETAILS:** Please enter your name and email (this is for submission purposes only and will not be visible on the site).

**EVENT NAME:** Give your event a name. You can give it a prefix to highlight what type of event it is (e.g. Film: Wonka, Talk: Apple Varieties, Quiz: Trivia). Or you can enter the name, (e.g. Michaelmas Festival).

**WHEN:** If your event is over multiple days, you will need to submit the event details for each individual day separately. If you submit one event with different start and end dates, the event will only appear on the calendar once. Enter the start and end time for your event, if it's all day, please tick the 'All Day' box.

**WHERE:** You can choose the physical location for your event. If the precise location isn't available on the drop-down menu, please select the town or village and include the address in the details section of the submission form. If you would like to add you address for future events, please contact [info@bishopscastleandbeyond.co.uk](mailto:info@bishopscastleandbeyond.co.uk)

**DETAILS:** If you are unsure what to include, please see the list below for suggestions.

- Specific details of the Event
- Ticket/Admission Prices
- Contact Details
- Booking Information
- Refreshments/Food available
- Website for further information
- Age Range

**CATEGORY:** Please choose **all** the categories relevant to your event.

Arts & Culture, Community, Environment, Family, Featured, Festivals, Films, Live Music, Other Events, Outdoor Activities, Sports and Exercise, Talks.

**EVENT IMAGE:** To add a poster or leaflet image for your event, it must be in JPEG format. Click on 'CHOOSE FILE'. Locate the image you wish to use from your device. Click 'OPEN'.

**Please note:** Image size must be a minimum of 2500 pixels by 360 pixels.

**TERMS:** Tick the consent box (This allows the data in your form to be collected and stored on the website. For more details on this, please see our Privacy Policy.)

Click the button '**SUBMIT YOUR EVENT**'. Once your event has been submitted, you will receive a confirmation email to let you know when your event has been approved.