

NWI.COM EVENT SUBMISSIONS

The Times now uses the nwi.com events calendar to publish many events in the print edition. To help ensure your event is approved for nwi.com and available for publishing in The Times*, please review this help guide.

* Note: Due to space considerations, we cannot guarantee all events submitted will print in the paper.

Your Contact Information (Administrative Use Only)

Name: *

Email: *

Your Contact Information:

This is for the user submitting the information. Many times, submitters may be different from the event contact person. When Times staff approve or decline an event, an e-mail will be sent to this e-mail address.

Event Details

Title: *

Description: *

Event Date: *

Start Time:

End Time: No End Time:

All Day Event

Override Times:
Cost:

Event Details:

Title: Please put in a short and descriptive title for your event.

Description: Your event description should in sentence format and include the time, date and location (name of place, street address, town or city). Please include the cost -- if applicable -- and a brief description, no more than 10 lines deep. Please refrain from copying and pasting press releases or electronic flyers. Those will not be approved.

Event Date: Please select the correct date for your event.

Start/End Time: Please select the correct start/end times. A common error for submitters is having the incorrect AM or PM selected.

Cost: Please include cost information for your event here as well. If the event is free, please say so.

Event Recurrence Information

Event Recurs: (Check If Recurring)

Daily Every day(s)
 Weekly All Weekdays
 Monthly

Recurs Until: *

[Click Here to Confirm Dates](#)

Event Recurrence Information:

If your event is occurring on multiple days, select the options that place your event on the correct recurring days.

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Event Registration

Registration:
Limit: (0 = Unlimited)

Event Registration:

If your event requires registration, click the dropdown and select that option. If it doesn't, ignore this.

Event Categories

Categories:

<input checked="" type="checkbox"/> Arts and Crafts	<input type="checkbox"/> Bazaars
<input checked="" type="checkbox"/> Beecher	<input type="checkbox"/> Beverly Shores
<input type="checkbox"/> Blood drive	<input type="checkbox"/> Books
<input type="checkbox"/> Burnham	<input type="checkbox"/> Burns Harbor
<input type="checkbox"/> Business	<input checked="" type="checkbox"/> Calumet City
<input type="checkbox"/> Calumet Township	<input type="checkbox"/> Camps
<input type="checkbox"/> Cedar Lake	<input type="checkbox"/> Chesterton
<input type="checkbox"/> Chicago	<input type="checkbox"/> Chicago Heights
<input type="checkbox"/> Children	<input type="checkbox"/> Clubs
<input type="checkbox"/> Community	<input type="checkbox"/> Crete

Categories:

We ask you only select those categories related to your event and its specific location. Please do not select all categories.

Location Information

Name Search: [Clear Search](#)

Please check the preset locations for your event location.

Name:

Address:

City:

State:

Postal Code:

Country:

Location Information:

Please fill out the location information. This will place a map on your event's page to help attendees locate your venue.

Name Search: Please feel free to check and see if your venue is a saved location. Just type in the name of your venue, such as "Hammond Public Library" without the quotes and select the correct result. If your venue isn't saved, please fill out the location information.

Name: The name of the venue.

Address: The street address of the venue.

City: The city/town where the venue is located.

State: The state where the venue is located.

Postal Code: Please include postal code when possible.

Event Contact Info

Name:

Email:

Phone:

Website:

Event Contact Info:

Please include the contact information of a contact person for the event. Name, and phone are musts, website is optional. If your event requires registration, you will need to provide an e-mail address.

Message for Administrator (Not Displayed on Calendar)

Include:

Message:

Thank you,
Joe Smoke
(219) 555-1234

Message for Administrator:

If you want to leave a message for our community staff, please put it here.