

**PARAMETERS FOR POSTING EVENTS ON [WWW.GOTAHOENORTH.COM](http://WWW.GOTAHOENORTH.COM) AND [WWW.NORTHLAKETAHOECHAMBER.COM](http://WWW.NORTHLAKETAHOECHAMBER.COM)**

**PLEASE CHECK THE EVENTS CALENDARS ON BOTH SITES TO MAKE SURE YOUR EVENT HAS NOT ALREADY BEEN POSTED. DUPLICATE ENTRIES ARE COMMON.**

1. To submit event listings please go to [www.northlaketahoechamber.com](http://www.northlaketahoechamber.com) Click submit event and follow the form.
2. Please note the following:
  1. Include the location of the event in the event title
  2. Include specific times.
  3. Include in the body copy complete, pertinent information i.e. a brief description of the event, highlights, location, contact information including your web address and contact phone number. Also include if it is a fundraiser.
  4. Please note that if the event runs more than one day, you will need to submit the event again for each day as this site does not list consecutive days, just the date range, which can be missed by the reader.
  5. Once edited, proof read and approved, your listing will automatically be posted on the Chamber website as well as the [www.gotahoenorth.com](http://www.gotahoenorth.com) site.
  6. Please do not use ALL CAPS, exclamation points, the @ symbol in your copy or listing headers.
  7. We do not publish prices unless the event is free.
  8. We do not publish outside press releases. Please do not submit press releases on the calendar listing screen.
  9. Please be aware of correct spelling, punctuation and grammar. This is a big problem with the listings we receive.
  10. Depending on the event, we will make the decision to whether to post it as a featured event on [www.gotahoenorth.com](http://www.gotahoenorth.com)
  11. On our websites, we do not have programming to include photos on the listings.

To submit information for the weekly Chamber electronic newsletter, please send your brief description and complete contact information including your web address to: [kym@puretahoenorth.com](mailto:kym@puretahoenorth.com) Kym is in charge of all Chamber related newsletters. In case you were not aware, the Incline Village and North Lake Tahoe Chambers of Commerce have merged so the newsletters cover the entire North Shore, Incline Village and Truckee.

For all things web related, please contact me directly. Email works perfectly for updates or changes to your events. Feel free to email or call me anytime with questions or if you need guidance for posting your events.

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