



Create Your Own Event Calendar Contact List



Go to Google.com (or whichever search engine you like to use) and type in:
TV stations in (insert your local city and state)

Make a note of all the TV stations. Do the same thing, but this time replace “TV stations” with “Radio stations” and “Event Calendar”.

You can go to those websites and either search for contact information for their event calendar, or you can try to refine your search using Google.com. To refine your search, type in:

How do I get my announcement on the (insert TV station or Radio station call letters/numbers or community calendar name) community calendar of events and announcements?

This search may provide you the exact link you need to submit your Weekend announcement/information.

If all else fails, use an email address from the “contact us” page of the website to submit your information.

Make sure to save all the website addresses in one document so you can use it again next time!

Next, fill out the **Community Calendar Info template** so you can type up the information once and then copy and paste the info for all the different calendars in your area.

Good luck!