

Is your Business or Organization hosting an up-coming event in the Ottawa area? The Ottawa Visitors Center can help promote your event! We will post your event FREE of charge on our on-line events calendar as well as submit it to other tourism web sites. (All events must be tourism related. We cannot post fundraisers or advertisements.)

**Fill out the information below and e-mail it to
Events@ExperienceOttawa.com or mail to**

Ottawa Visitors Center

Attn: Shelley

100 W. Lafayette St.

Ottawa, IL 61350

Phone: 815-434-2737 Fax: 815-434-5477

All items in **RED** are required for your event to be listed

Name event: _____

Name of business or Organization sponsoring/hosting event: _____

Date of event: _____ **Start & End time:** _____

Address/Location of event: _____

Contact Name: _____

Contact phone number: _____

Website (if applicable): _____

Email (if applicable): _____

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Please use this space to give a brief description of your event:

The Ottawa Visitors Center reserves the right to edit or shorten information, if needed, to make it more compatible of the space available on the website.

All items in **RED** are required for your event to be listed

Thank You for Your Participation!!

Need additional help with promoting your event? Contact the Visitors Center about possible grant opportunities though the Ottawa Visitors Center or go to the *Visitors Center Services* portion of our website under the *About the Visitors Center* tab.