



## Calendar of Events Submission for Event Listing

The AOE Calendar of Events is a quarterly print publication that lists upcoming events presented by its member organizations and individual members. The Calendar is also published online at [www.artsoe.ca](http://www.artsoe.ca), where all member events are available and constantly updated.

### HOW TO SUBMIT EVENTS

There are several ways you can submit your event(s) for the next issue of the Calendar:

1. **Online at [artsoe.ca](http://artsoe.ca)** – If you already have a member profile on our website, log in using your account details and click on the ‘Membership’ tab, then select ‘Post an Event’ from the left navigation bar. If you do not have a member profile, please contact us and we’ll set one up for you.
2. **By fax or by e-mail** – 613.580.2768 or [calendar@artsoe.ca](mailto:calendar@artsoe.ca)
3. **By mail or in person at the AOE office** – Fill out this form in its entirety and return it to AOE Arts Council, Shenkman Arts Centre, 245 Centrum Blvd., Suite 260, Ottawa ON, K1E 0A1.

A separate form is required for each event. If the same event runs over multiple days or times, a single form can be submitted. However, please include clear details on the dates and times. If you wish to include a photo for your event, please submit it in JPG format at no less than 300dpi (3x4 inches). Please email photos to [calendar@artsoe.ca](mailto:calendar@artsoe.ca).

### EVENT INFORMATION FORM

<b>Discipline:</b>	<input type="checkbox"/> Visual Arts <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Literary Arts <input type="checkbox"/> Artisan <input type="checkbox"/> Theatre <input type="checkbox"/> Media Arts <input type="checkbox"/> Other: _____
<b>Company / Organization / Artist:</b> (English and French)	
<b>Event Name:</b> (English and French)	
<b>Event Location:</b>	
<b>Event Date(s):</b>	
<b>Time(s):</b>	
<b>Admission Cost:</b>	
<b>Phone Number:</b>	
<b>Website address:</b>	
<b>Contact e-mail:</b>	
<p>Please provide a short description (one or two lines) of your event. Include your description in both English and French if possible.</p>    <p>Photo attached <input type="checkbox"/> Photo to be sent by email <input type="checkbox"/> Permission for AOE to use photo: _____  <span style="float: right;">(signature)</span></p>	

**You must be an individual or group member of AOE Arts Council to submit events.**

All material submitted to the AOE Calendar of Events is subject to selection and editing for publication. Selections will be based on timeliness and space limitations. If you miss the deadline for the print publication, you will still be able to submit event information for the online calendar.