



June 2006

HOW TO GET YOUR TOURISM EVENT ON TO WEBISTE CALENDARS

Each of these sites reserves the right to review, accept or reject listings.

Washington State website (www.ExperienceWA.com)

1. Go to www.ExperienceWA.com/industry
2. On Home Page, green bar at left, go to “Add Your Info”.
3. From “Add Your Info”, click “Add Events”.
4. Register and receive password (it’s easy).
5. READ and follow easy instructions.
6. HINT: Give your registered name and password to at least one other person in your organization. It’s miserable tracking down people when changes are needed.

Olympic Peninsula Events (www.PeninsulaEvents.com)

1. Go to www.PeninsulaEvents.com
2. At bottom of Home Page, gray box at bottom, click “Submit Events”.
3. READ and follow easy instructions.

Port Townsend Tourism (www.EnjoyPT.com)

1. EnjoyPT.com lists the top 10 to 15 events in PT.
2. There is a link thru from EnjoyPT to PTGuide for many more events.
3. Listings on this site are at the discretion of the City.

Port Townsend Community (www.PTguide.com)

1. Go to www.PTGuide.com
2. On Home Page, go to tan bar on left side—at top of tan bar click “Submit Events Here”.
3. READ and follow easy instructions.

NEWSPAPERS & Other Media Calendars

The local newspaper calendar listings---HINTS on how to submit:

- Your information must be brief and clear!
- Name of event, date(s) and time of event, location, free or cost, website for more information; phone number and contact person for newspaper to get more info.
- Description of event---try to keep to 20 to 50 words---newspapers will cut as they need.
- MOST media is now taking e-mail press releases and calendar of events---it's faster and handling of data is more accurate.

Jefferson County Leader

1. Go to www.PTLeader.com
2. On Home page, gray bar at right "Community Calendar" which brings you to an e-mail submission.

Peninsula Daily News

1. Go to <http://peninsuladailynews.com/calendar.html>
2. This is calendar page---on right there are information blocks to fill out.

Other newspapers, radio and TV:

1. Go to Google, Yahoo or other search engine to find the media you want.
2. Use search block found on most sites for "calendar" or "submit events" or "events".
3. Follow their instructions.

Some of the **Markets you should consider** that already like Port Townsend

- Bellingham
- Bremerton
- Edmonds
- Everett
- Olympia
- Port Angeles
- Sequim
- Tacoma