



Event Listing on KCConvention.com

Thank you for booking your event with the Kansas City Convention and Entertainment Facilities. As a courtesy, we post events on our website in the "Events" section to provide high level information for the public and attendees. To ensure the proper information is posted, please fill out the questions below and provide this completed form when signing and returning your contract. Please note, only events with executed contracts will be placed on the upcoming events website.

EVENT INFORMATION	
1. Do you want your event posted on the upcoming events section of our website? Please visit http://kconvention.com/events/ to gain an understanding of how your event will be displayed.	
Yes, post my event:	_____
No, do not post my event:	_____
2. Event Name: _____	
3. Event Date: _____	
4. Post event to website by this date: _____	
5. Please provide descriptive copy that you would like included to communicate the details that are pertinent to your event. This is typically high level information and can include an overview, information on registration, ticket purchase or admission. It can also include hours or the schedule of your event.	

6. Please provide the following information if you would like it to be displayed with the event.	
Event Organizer Website:	_____
Event Website:	_____
Event Contact Person, Phone, Email:	_____
7. Please specify admission requirements to the event.	
Private Event:	_____
Ticket/Price:	_____
Registration Required:	_____
Free & Open to the Public:	_____
Link - registration/admission/ticket purchase, etc:	_____

* Please provide all information that should be listed with this event. Event details are not subject to the questions on this form.

* Please provide an image to be listed with your event. Image must be jpg 570 x 386 pixels

Please return completed form to your Sales Manager or audrey.degrandpre@kcmo.org.