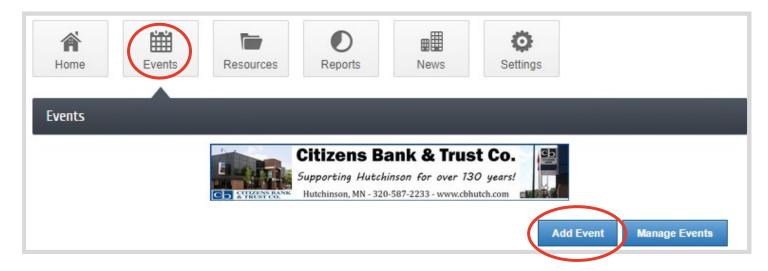# HUTCHINSON
AREA CHAMBER OF COMMERCE AND TOURISM

COMMUNITY CALENDAR & MARQUEE INFORMATION

ADDING AN EVENT TO THE COMMUNITY CALENDAR

- Go to https://explorehutchinson.com/
- Click on "Member Login" in orange at the top of the page.
- Enter your login information to get to your Membership Portal
- Click on "Events" in the top menu bar on your membership homepage, then click "Add Event"

- Fill in as much detail for your event as possible - members are able to add photos, videos, logos and more. When finished, hit "Submit for Approval" at the bottom of the page.
- After your event has been submitted, we will review and approve the event, then it will appear on the Community Calendar.

MARQUEE INFORMATION

- Each Monday, we review the events listed in the Community Calendar and update the marquee – your event must be listed in the Community Calendar if you wish for it to appear on the marquee. If an event fits the following criteria it will be added to the marquee within two weeks of your event date – no request is required.

    Marquee Criteria
    1. Event is hosted by a non-profit organization
    2. It is a non-recurring event (annual events are acceptable)
    3. Event is open to the public
    4. Event is located in Hutchinson

ExploreHUTCHINSON.com
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