

# Department of Cultural Affairs

## ***NYCulture Calendar Submission Form Instructions***

The City of New York Department of Cultural Affairs encourages additions to our events calendar. Follow the instructions below to submit your event.

1. Go to [www.nyc.gov/culture](http://www.nyc.gov/culture) and click on “NYCulture Calendar,” then click on “Submission Form.” Please note, required fields are marked by an asterisk (\*) and must be completed.
2. Complete the event information:
  - a. Enter the **Event Name\*** Example: “King Lear”
  - b. Select the **Event Category\*** (or Categories) Example: “Theater”
  - c. Enter the **Event Date & Time**
    - i. Enter the **Date\*** using the indicated format. Example: 07/01/2008
    - ii. Enter the **Start Time\*** using the indicated format. Example: **02:00pm** (*Note: you must enter “0” before a single number*)
    - iii. Enter the **End Time** using the indicated format. Example: **04:00 pm**
    - iv. If the event lasts all day, select the **All Day** checkbox. A start time is not required if the event lasts all day.
    - v. If the event occurs over a range of days, select the **Date Range** checkbox, and enter the first day of the range in the first row of open fields. To add the last day of the range, click the **Add Occurrence** link and fill in the second row of Date and Time fields. For example, if *King Lear* is staged from July 1 to August 15, indicate those dates in the appropriate fields. If the event occurs over two or more separate date ranges, submit a completely new event for each range of days.
    - vi. If the event occurs on multiple days, add additional occurrences by clicking the **Add Occurrence** link and filling in the additional rows of Date and Time fields as needed. For example, if *King Lear* is staged on July 2nd, 5th, 8th, enter additional occurrences for each of the three days.
    - vii. To remove (delete) an additional day’s occurrence, click the **Remove** link to the right of the corresponding row.
  - d. Enter the **Event Location**
    - i. Enter the **Name of Location\*** Example: The Shakespeare Theater
    - ii. Enter the **Phone\*** number
    - iii. Enter the **Street Address\***
    - iv. Enter the **Suite/FI/or Apt. #**
    - v. Select the **Borough\*** from the drop-down menu
    - vi. Select the **State\*** from the drop-down menu
    - vii. Enter the **Zip/Postal Code\***
  - e. Enter the **Contact Information** (*Note: this information is for DCA use only and will not appear on the published calendar*)
    - i. Enter the **Name\***
    - ii. Enter the **Organization\***
    - iii. Enter the **Phone\*** number
    - iv. Enter the **Street Address\***
    - v. Enter the **Suite/FI/or Apt. #**
    - vi. Select the **Borough\*** from the drop-down menu
    - vii. Select the **State\*** from the drop-down menu
    - viii. Enter the **Zip/Postal Code\***

- f. Enter the **Email\*** address
- g. Enter the **Web** address
- h. Enter a Brief **Description of the Event\***. Limit the description to 60 words or less. Please note that this field should be used to indicate any important information not reflected in the other fields of the form. Example:

*Shakespeare's masterpiece about an aging King who, to please his vanity, tests the affection of his daughters, to tragic effect. Featuring Jose Jones as Lear and Joanna Josan as Cordelia. Performed daily except for Mondays.*

- 3. Click the **Submit** button to submit the event, **or** click the **Reset** button to clear the form for re-entry.
- 5. **Important note:** NYC.gov may provide event content to other public calendars. Please check if you prefer not to be included on those listings.