

# SUBMITTING A COMMUNITY EVENT

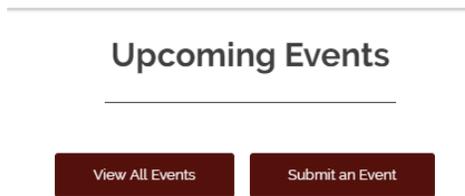
City of Kankakee



## OVERVIEW

### 1. Go to [citykankakee-il.gov](http://citykankakee-il.gov) and scroll down to the Calendar of Events

Click on "Submit an Event"



### 2. Complete the Event information

Once complete, submit by clicking "Send"

Submit your community event:

Please Fill In The Form Below.

Event Title*
Start Date*
Start Time*
End Date*
End Time*
Location*
Description*

Contact Person*
Contact Email*
We will link to your website if you choose to provide the Website URL
Website URL*
<input type="button" value="Choose File"/> No file chosen
<small>.jpg .png .doc .pdf files accepted</small>
<input type="checkbox"/> I'm not a robot 
<input type="button" value="Send"/>

By clicking Send all information provided will be on the public Internet.

### 3. You will receive an email from [support@citykankakee-il.gov](mailto:support@citykankakee-il.gov) once the event has been received and reviewed

## GUIDELINES FOR EVENTS

- Event must be in the City of Kankakee or directly impacting City residents
- Must submit 2 weeks before date of event
- All information must be complete on website submission

## NOTES

- If you provide a Website URL and do not supply a promotional flyer/photo, the Website URL photo will automatically be pulled as the picture for the event
- For questions, please call Miya Graham at 815-933-0513

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