



PRINCE WILLIAM COUNTY/MANASSAS  
CONVENTION & VISITORS BUREAU

## Calendar of Events Submission Form

Day(s), Date(s) and Time(s) of Event: \_\_\_\_\_

Organization Planning Event: \_\_\_\_\_

Organization Sponsoring Event: \_\_\_\_\_

Official Title of Event: \_\_\_\_\_

Event description (may be edited or rewritten by the CVB):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Location of Event; full address MUST include ZIP

CODE: \_\_\_\_\_

\_\_\_\_\_

Phone Number for Public to Contact About Event: \_\_\_\_\_

Are reservations required? \_\_\_\_\_

Is there an admission charge or is admission FREE? Is there a parking charge or is parking FREE?

\_\_\_\_\_

Will shuttle buses take visitors to and from event? Where and when will shuttles pick-up attendees?

\_\_\_\_\_

Will there be a charge for the shuttle bus service? \_\_\_\_\_

Can your event, parking lot(s) and driveway accommodate motorcoaches (groups of 46 or more)? \_\_\_\_\_

Is the event and/or venue handicapped-accessible? \_\_\_\_\_

Is this the first time event has been held? \_\_\_\_\_

Estimated number of attendees at previous event: \_\_\_\_\_

Do you have high-quality, high-resolution images (300 dpi or higher) of your event available upon request? \_\_\_\_\_ (Please do not send unless we request, thank you.)

Your name and title: \_\_\_\_\_

Your phone: \_\_\_\_\_

Your e-mail: \_\_\_\_\_ Your organization's website: \_\_\_\_\_

Questions?

Call (703) 396-7130 ext. 14, 17, or 23

or email [skamath@visitpwc.com](mailto:skamath@visitpwc.com)