Destination Lake Winnebago Region

Online Event Calendar FAQs

Other calendars we are connected to is the Fond du Lac County and Fond du Lac Public Library. If your event is …. Please refer to ….

If you have multiple or annual events, we can set up an account log in to easily update your information.

**Please follow these 2 rules:**

1. Use normal sentence structure, capitalization, correct spelling, and proper punctuation. Do not use all capital letters.

2. Fill in all possible fields, especially contact information. If a field is not applicable, you may leave it blank.

**Helpful hints and tips to get your event online quickly.**

**Title:** This should be just the event name.

**Event Category:** Hold the Ctrl button to select more than one category.

**Select a Venue:** This will fill in the location fields. If your venue is not on the list, the address must include the physical street address, city, state, and zip.

**Admission:** Price of admission should be listed Free Admission or $\_\_ adults, $\_\_ children \_\_ & under, etc.

**Event Email, Event Phone, Event Website:** This will be listed online. For website, you can add either a website link or Facebook link.

**Start Time and End Time:** Fill this in like the gray example, include End Time. If there are multiple times, please include it in the Event Description. (Example of multiple times: Monday – Friday: 10:00 AM – 5:00 PM; Saturday: 10:00 AM – 3:00 PM

**Upload Images:** ***For the Event Calendar:*** If you have an image, it should represent the event and what people will see. ***For the Community Calendar:*** no image is necessary.

**Event Description: *For the Event Calendar:*** Please write with a visitor to Fond du Lac, Waupun, and the greater region in mind. This is your opportunity to interest people into coming to your event. Use at least 20 words. Copy may be edited, but this is the opportunity to list what activities or entertainment is of interest to a visitor. If you list a band, include the type of music they play. If you have food, a few specialty menu items would be of interest*.* ***Please do not repeat the name of the event, date, or location in the event description*. *For the Community Calendar:*** a brat fry, rummage sale, school event that is of interest to people in the area.

Once the calendar is live, we have no control over who may copy the information or link to it. If you have a change to your event, please contact us at info@fdl.com or call 920-923-3010. We hope your event will be well-attended and successful.