## Entering your community arts events and art exhibits that take place within Polk County.

1. Before entering your events, look for an appropriate photo. Recommended image size is 1,200 x 630 pixels or image with an aspect ratio of 1.91:1, but anywhere close should work.

2. Look at lefthand column and scroll down to the blue button labeled "Enter Arts Events" underneath the Polk Arts and Cultural Alliance logo. Click "Enter Arts Events" button.



July 29, 2023

POLK ARTS & CULTURAL ALLIANCE

PACA Hall of Fame Home Calendar v 2023 Polk Arts Guide Art-i-facts Resources Artist Network December 2023 Lakeland Public Library -July Highlights Lake Wales Architecture & BY PAA ADMIN ON JULY 21 2023 SUN Heritage Tour 3 Check out What's Happening at the Library in July (mailchi.mp) to learn about what is going on at the three Lakeland Public Library locations... Bartow Historic Cemetery Tours POLK ARTS & December 3 @ 2:30 pm - 4:00 pm 👳 CULTURAL ALLIANCE **Bartow Adult Concert Band Concert** CHAMBER FOR THE ARTS Bartow Civic Center Bartow, FL, United States CLICK BUTTON BELOW TO ENTER POLK COUNTY ARTS EVENTS Today < Previous Polk Arts Alliance Polk Heritage Trail & PO Box 727 Subscribe to calendar v Citrus Label Tour Bartow, FL 33831-0727 director@polkarts.org (863) 578-8891 Calendar powered by The Events Calendar WCAG Version 2.1 | Level AA COMPLIANT Architectural Tour: Old Polk County Courthouse

3. EVENT TITLE: Keep your event/exhibit title short and sweet. There is no need to state the name of your organization in the title. Your organization name will be entered later.

4. EVENT DESCRIPTION: Please provide all of the details. If your organization, venue, event or exhibit is open during specific dates and hours, please include this in your event description.

5. EVENT TIMES & DATE: If your event is at specific dates and times, enter them one at a time here. If it is an exhibition lasting a period of time - week(s), month(s), etc, use one line with a start date and end date. You can state that it is "ALL DAY" if you include your hours in the event description above. Theatre groups with multiple show dates really aren't complicated, but if it's too confusing for you, I can recreate as long as the dates and times are listed in the EVENT DESCRIPTION.

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EVENT TIME & D	ATE 2023-07-27 8:00am to 5:00pm 2023-07-27	

6. EVENT IMAGE: Recommended size is 1,200 x 630 pixels or image with an aspect ratio of 1.91:1, but anywhere close should work. Choose a .jpg, .png, or .gif file under 32 MB in size.

7. EVENT CATEGORIES: You only have two (2) choices - Arts Events or Exhibitions. There are no other choices. Most are Arts Events. Exhibitions are something that lasts a while, like a gallery exhibit, museum exhibit, historical exhibit - NOT a short term performance, art festival, or event that only lasts a day or two.

8. EVENT TAGS: Search for tags like, festival, class, workshop, performance, musical, dance, ballet, theatre, opera, Lake Wales, Frostproof, Lakeland, photography, visual art, etc.

9. EVENT STATUS: Choices are Scheduled, Cancelled, Postponed.

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10. VENUE DETAILS: Venues pop up when you start to type them in. If your venue isn't there, make sure it is listed in the EVENT DESCRIPTION, including the address, so I can add it to the venue list.

11. ORGANIZER DETAILS: Organizers pop up when you start to type them in. If yours isn't listed, please make sure it is in the EVENT DESCRIPTION, so I can add it to the organizers.

12. EVENT WEBSITE: Please provide your event/exhibit website address or social media page if that is what you use for your events. For example: https://polkarts.org/event-title or https://www.facebook.com/polkartsandculture

13. EVENT COST: Enter ticket prices. Examples: \$15-45, 0 for FREE, or leave blank to hide this field. I recommend including event cost in the EVENT DESCRIPTION too. Redundancy is good.

14. Click SUBMIT EVENT button. We review events before posting on the PACA website. If you messed up or need help, email admin@polkarts.org, and give me a day or two to respond.

VENUE DETAILS	
Venue:	Find a Venue* *
ORGANIZER DETA	LS
Organizer:	Find an Organizer* *
EVENT WEBSITE	
External Link:	Enter URL for event information
EVENT COST	
Cost:	Leave blank to hide the field. Enter a 0 for events that are free.