A GUIDE TO PROMOTING YOUR EVENTS

ON WWW.VISITEUREKA.COM





If you regularly host public events, be sure to create your events on Eventbrite, Facebook, Etix.com, or other event platforms. Alternatively, you can manually add your event to the Visit Eureka Events Calendar to reach people where they're engaged.

There are three options to add your events to the Visit Eureka website:



WHY IS THIS IMPORTANT?

More eyes on your event info will draw more foot traffic to your business or to an event you're hosting in the community.

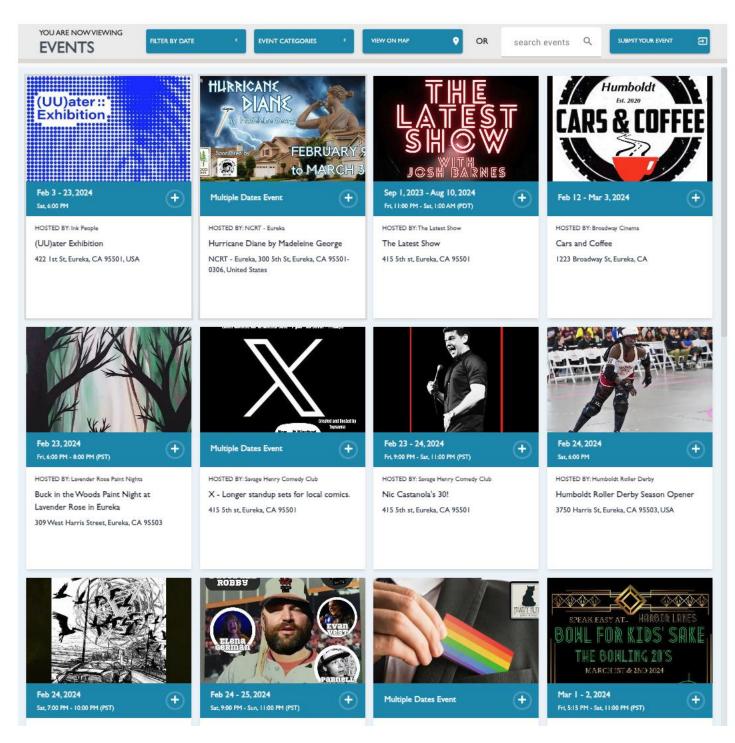
Not only do most people use the event websites to connect with their friends and family, but also artists and venues that frequently organize events use these platforms too. Put the two together, and you have a massive marketing force.



VISITEUREKA.COM EVENTS CALENDAR

Your visitor-friendly event will be promoted on the Visit Eureka Events Calendar, reaching a new audience in a fun and interactive way.

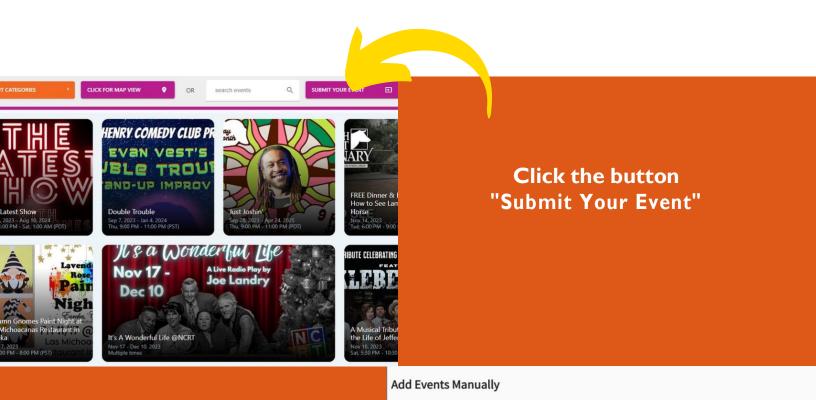
EVENTS CALENDAR



HOW TO PROMOTE YOUR EVENTS

OPTION I: SUBMIT YOUR EVENT ON THE VISITEUREKA.COM PAGE ONLINE FORM

Manually submit your event for promotion on the Visit Eureka page by **filling out the form** available on the page: www.visiteureka.com/events. We recommend you submit your events as soon as possible, allowing more promotional and visibility time.



Fill out the form and allow 48 hours for our staff to review and approve your event.

Name *			
Host *			
1031			
Location *			
Ticket URI			
Description			
From	5	То	5

OPTION 2: CREATE YOUR EVENT ON EVENTBRITE

You can get an event live on Eventbrite, for free, in just 3 simple steps on the Edit page (Event Details, Create Tickets, and Additional Account Settings). Simply choose **"Create an Event"** to start setting up your events.



Go to your Page, then click Create an Event icon, at the top of your page's timeline. Once in Eventbrite, the event will automatically be delivered to our events calendar dashboard for approval. You do not need to submit manually to our staff.



Step 1: Event Details

- 1. Add a title and set the date and time.
- 2. Set the venue location.
- 3. Add an event image.
- 4. Share details and other important information about your event.
- 5. Add information about the event organizer.

Step 2: Create Tickets (Skip this step if you don't want to offer tickets)

- 1. Create free or paid tickets.
- 2. Set the price for paid tickets.
- 3. Set the total capacity for the venue.
- 4. Add a donation ticket to collect donations.

Step 3: Additional Details

- 1. Mark your page as public or private.
- 2. Choose an event type and topic.
- 3. Show the number of tickets remaining (if you'd like).
- 4. "Save" and "Preview" your draft event, or publish using "Make Event Live".

For more information and video tutorials: <u>https://www.eventbrite.com/help/en-us/</u>

OPTION 3: SET UP EVENTS ON OTHER KNOWN PLATFORMS, OR OPTIMIZE YOUR WEBSITE EVENT LISTINGS

We can pull event content from sources such as Google, Facebook, Eventbrite, Etix.com, and partner webpages. Marketing your event on the Visit Eureka event page starts with setting up your event on a website that is search engine optimized.

WHY SHOULD YOU CARE ABOUT SEARCH ENGINE OPTIMIZATION (SEO)?

- Aside from allowing your event to be pulled into the Events Calendar, SEO on your business website helps bring quality organic traffic.
- Make sure events on your business website are set with unique URLs so that Google can "find" them and display to a broader audience.
- Add as many details to your event listings as possible, such as address, ticket information, links, categories, etc.

Google	eureka events X 🌷 🔅 Q	
	2023 Tonight Images This weekend This week Tomorrow Perspectives Downtown News	
	About 25,600,000 results (0.31 seconds)	
	Events Today Tomorrow This Week This Weekend Next Week This Month Next	
	23 Candy Cane Lane - SATURDAY SHOW DEC Sat, 2 PM Arkley Center for the Performing Arts, 412 G St Eureka, CA	
	23 Santa Rave DEC Sat, 6:00 – 9:50 AM 915 H St Arcata, CA	
	2O THE NUTCRACKER Today, 7 PM Theater Arts Building/Van Duzer Theatr, 1 E Laurel Dr Arcata, CA	
	→ Search more events	
	Learn more Feedback	



QUESTIONS? Visit Eureka Marketing Nicola Waugh n.waugh@eddyalexander.com 707 749 8350

