

ENTERING EVENTS INTO THE WHISTLER CENTRAL EVENTS DATABASE

Businesses and event producers who have confirmed events are invited to submit their event information directly into the Central Events Database for review. The Central Events Database populates the following tools:

- [Whistler.com events listing](#)
- [Events iFrame](#)
- [Events XML and JSON feeds](#)
- [Spreadsheet \(Complete events listing by category in one document\)](#)

ADDING YOUR EVENT TO THE DATABASE

To submit and enter a confirmed event into the Central Events Database, users need to go to whistler.com/members. No login is required to submit an event.

- Scroll over the **About TW** on the top bar and then click on **"Submit an Event"**.
- There are four sections that need completing:
 - **Event Details**
 - Event Name
 - Start Date / End Date: *All events require specific dates entered*
 - Time
 - Re-occurrence
 - Private Event: *Private events are for in-house guests or private invite only guests. For example, these are events only open to hotel guests or private customer appreciation events. These events will not show up on the whistler.com events feed, the events spreadsheet, the XML or JSON feeds or when the "All Whistler Events" option is selected in the Events Listing section of the iFrame.*
 - Event City/Town
 - Event Description: *The event description should be 75 to 100 words. Please include time, cost/fees if applicable and the URL for more information.*
 - **Contact Details (for internal purposes only)**
 - Event Producer (company)
 - Contact Name
 - Contact Email
 - Lead Event Whistler Agency: *Select "Other" if this doesn't apply to you.*
 - Website
 - Listing submitted by
 - **Event Specifics**
 - Area of Whistler: *Please ignore this if your location is not in Whistler.*
 - Location: *Pick from the drop down menu. If your venue isn't there, please select "Not on list" and type the location in Venue text box.*
 - Venue: *To be used if there is a specific room in a venue where the event is held (ex. A ballroom of a hotel or room in a conference centre) or if a location is not in the location drop down menu.*
 - Event Audience, Free Event, Ticketed and Visitor Opportunity: *Select all that apply.*

- **Event Category**
 - Please select all categories that apply
 - Number of attendees
 - Primary age demographic
 - Primary area of origin
- Click on “**Submit Event**” at the bottom of the page. *Please note that once an event is submitted, you can no longer make any changes to the submitted listing. If any edits are required or the event is now cancelled and need to be removed, please email events@tourismwhistler.com.*

The event will be published on whistler.com within 5 to 7 business days after you submit it.

EVENTS FEATURED ON WHISTLER.COM

With the exception of “Private Events”, all Whistler events are reviewed by Tourism Whistler. Tourism Whistler reviews, edits (to ensure consistency) and reserves the right to omit events from populating the whistler.com events listing. Whistler.com is designed for visitors and so events listed on the website are focused towards the visitor experience.

None of the Squamish, Pemberton, Lion’s Bay, Bowen Island, and Britannia Beach events will be reviewed or edited. They are added to the Central Events Database as is.

The following types of events are added to the Central Events Database and populate the events iFrame, events XML or JSON feeds and Whistler events spreadsheet, but are not included in the whistler.com events listing. These events include:

- Classes
- Business Community Events
- Community Meetings
- Networking
- Presentations

IMAGES

If you would like a promotional event image to be included with your listing, you must email an image to events@tourismwhistler.com. Tourism Whistler will not be reaching out to secure an image for your event. Please ensure to include your event name in the subject line of your email. Images should be a promotional image that can be used to help promote your event.

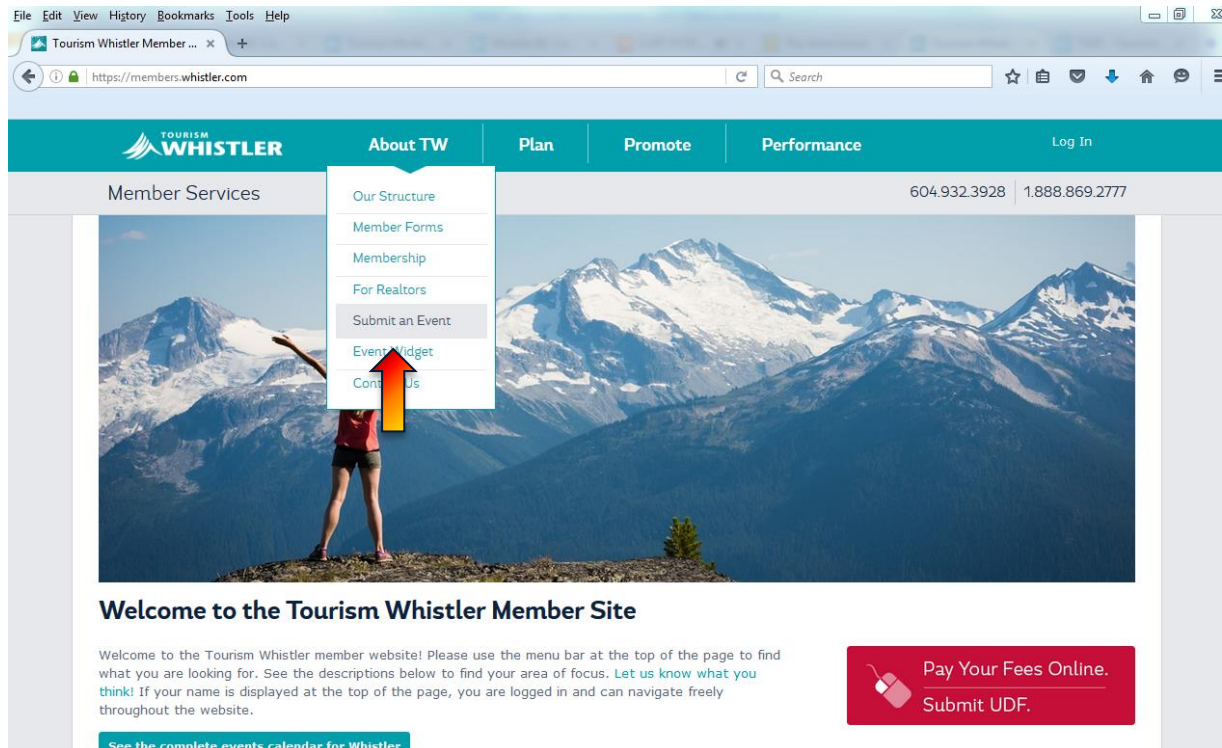
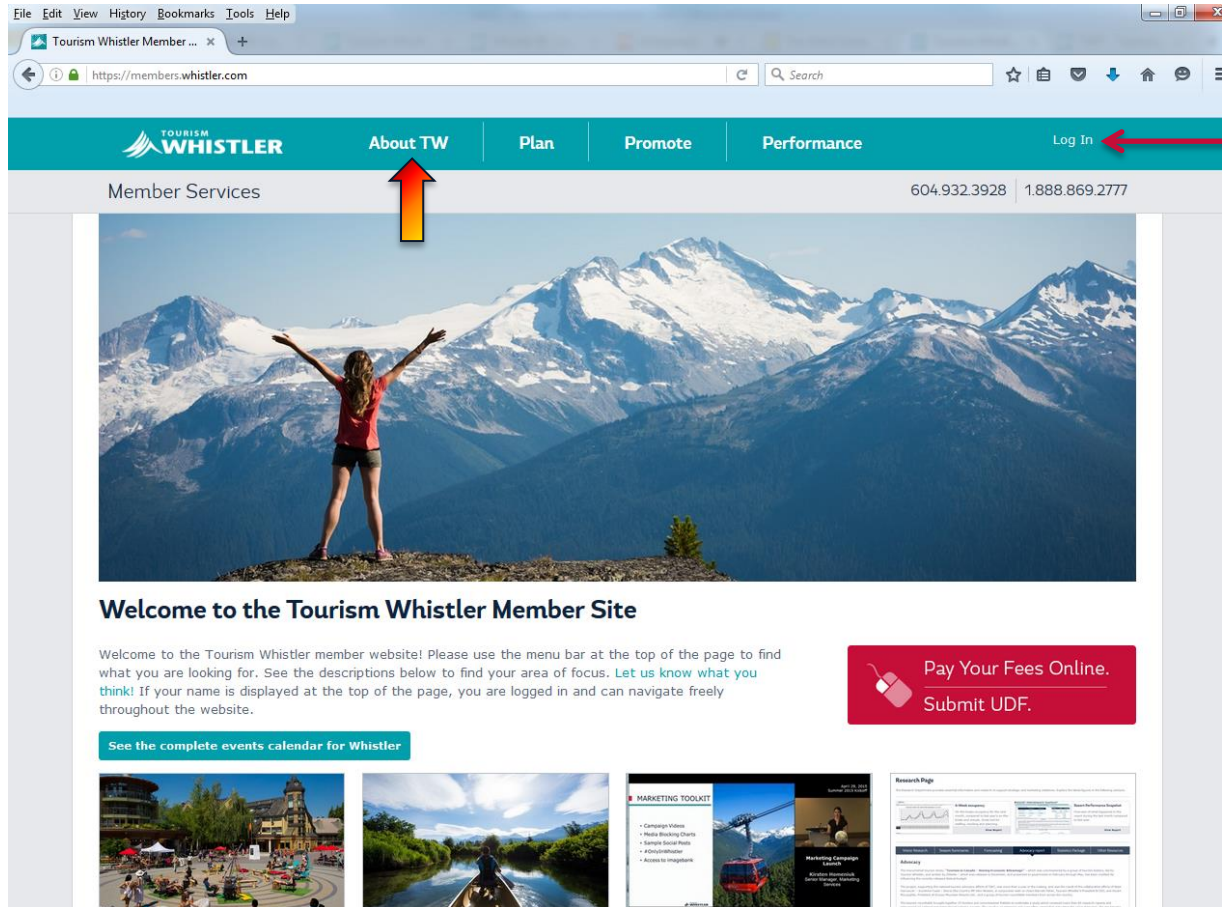
Whistler events are likely to be added to the whistler.com events listings and as such they should follow the whistler.com brand guidelines. Whistler event images should be:

- Web ready
- Horizontal format is best
- No text or logos imposed on the image
- Image needs to be a photo and not an event poster
- Image cannot contain a photo credit – must be royalty free
- Please do not submit images that contain nudity, intoxication or any might be deemed harmful or hateful.

Event images for art galleries in Squamish, Pemberton, Lion’s Bay, Bowen Island, and Britannia Beach must be:

- Web ready
- Horizontal format is best

Steps 1 & 2





Submit an Event

Thank you for sharing your event with us!

Businesses and event producers who wish to use the Whistler Events Database are welcome to submit their event information directly.

The Whistler Events Database populates numerous other tools such as the [Whistler Events iFrame](#), [Events XML Feed](#), [Whistler Events Calendar](#) and the JSON feed.

Simply complete the following form with the relevant event information. Once you have submitted the event, Tourism Whistler will review, edit it to ensure consistency and reserves the right to omit it. It is good to note that Whistler events are the only events that will be included on the whistler.com events listing. The event will be published on whistler.com within 5 to 7 business days after you submit it.

If you have any questions, please email events@tourismwhistler.com.

* - indicates a required field

Event Details

Event Name:

Start Date 1: End Date 1:

Time:

Re-occurrence:

Private Event:

Private events are for in-house guests or private invite only guests. These events will not show up on the whistler.com events feed.

Event City/Town:

Event Description:

Contact Details (for internal purposes only)

Event Producer (Company):

Contact Name:

Contact Phone:

Contact Email:

Lead Event Whistler Agency:

Website:

Listing Submitted By:

Event Specifics

Area of Whistler: Whistler Village Upper Village Village North
 Whistler Creekside Whistler Valley On-Mountain
 Whistler Olympic Plaza

Location:

Venue:

Event Audience: All Ages 19+ Family

Free Event: Yes No

Ticketed: Yes No

Visitor Opportunity: Spectator Participant

Event Category

<p>Sports & Recreation</p> <input type="checkbox"/> DH Bike <input type="checkbox"/> XC Bike <input type="checkbox"/> Road Bike <input type="checkbox"/> Nordic <input type="checkbox"/> SKI/Board <input type="checkbox"/> Golf <input type="checkbox"/> Running <input type="checkbox"/> Multi-sports <input type="checkbox"/> Water sports <input type="checkbox"/> Adventure <input type="checkbox"/> Other Sports <input type="checkbox"/> Community Rec. & Leisure <input type="checkbox"/> Yoga <input type="checkbox"/> Obstacle Race	<p>Arts & Culture</p> <input type="checkbox"/> Visual Arts <input type="checkbox"/> Concert <input type="checkbox"/> Theatre/Dance <input type="checkbox"/> Film/Photography <input type="checkbox"/> Literary <input type="checkbox"/> Comedy <input type="checkbox"/> Food & Wine <input type="checkbox"/> First National/Aboriginal <input type="checkbox"/> Heritage/Museum <input type="checkbox"/> Artisans Market <input type="checkbox"/> Interdisciplinary/Cabinet <input type="checkbox"/> Village Entertainment	<p>Around Town (member events)</p> <input type="checkbox"/> Music/Nightlife <input type="checkbox"/> Community Events <input type="checkbox"/> Community Mtg. (RHOW) <input type="checkbox"/> Presentations <input type="checkbox"/> Business Community Events <input type="checkbox"/> Workshops/Classes <input type="checkbox"/> Networking/Training <input type="checkbox"/> Health & Wellness <input type="checkbox"/> Children's Events <input type="checkbox"/> Marquee Event
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Number Attendees:

Primary Age Demographic:

Primary Area of Origin:

Submit Event

Subscribe to the Member Newsletter Recommended Exchange Rate [view disclaimer](#)

Email address

Member newsletters sent every two weeks include opportunities, news and reports for Whistler businesses.

25% (1 CAD = 0.80 USD)
(1 USD = 1.25 CAD)

<p>About</p> <p>Our Structure</p> <p>Member Forms</p> <p>Membership</p> <p>For Realtors</p> <p>Submit an Event</p> <p>Event Widget</p> <p>Contact Us</p>	<p>Plan</p> <p>Resources</p> <p>Meetings</p> <p>AGM</p> <p>Business Plan</p>	<p>Promote</p> <p>Promotional Tools</p> <p>Campaign Toolkits</p> <p>Event Opportunities</p> <p>For Concourses</p> <p>Connect with TW</p>	<p>Performance</p> <p>Team Updates</p> <p>Research</p>	<p>Member Resources</p> <p>Research Data Entry</p> <p>Make a Payment</p> <p>Image Requests</p> <p>Submit an Event</p> <p>Membership Forms</p>
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