



Happy 2021!

The Chamber of Commerce of the Tonawandas along with our Valued Chamber Member – Metro Media are putting together the **2021 Calendar of Events for our annual Visitor's Guide!** We want to be sure to have the 2021 events that are opened to the public included in the *Calendar of Events*. The event calendar starts with the last weekend of May and goes through December.

The events can be sent to me in either Word or Excel, whichever you prefer. Please note that the information is put in exactly how we receive it, so please make sure that info is correct and in the correct column. Thanks!

If you could email me back to confirm receipt, that would be appreciated.

Please see the formats below for each:

For Word:

Day & Date* (spell out please. Ex. **Friday, December 15**)

Name of Event*

Time of Event

Location

one sentence description of event (optional)

website for further info

Columns Needed for Excel:

Day & Date* | **Event*** | Time | Location | Description (optional) | website

example:

Friday, October 4 | Friday Night Tribute Series — Hollywood Nights: Bob Seeger Tribute | 8 p.m. |
Riviera Theatre | Enjoy the hits that Bob Seeger made famous. | rivieratheatre.org

*bold

Deadline for inclusion in the Visitor's Guide Calendar: March 1, 2021

Please call or email me with any questions. We look forward to working with you in 2021!

Warm regards,

Sarah Nelson

Director of Marketing and Membership – Chamber of Commerce of the Tonawandas

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