



SUBMITTING YOUR EVENTS

A Visual Guide to Submitting Your Official Arttober Event to NowPlayingNashville.com



Visit www.NowPlayingNashville.com and click on one of the two “SUBMIT LISTINGS” buttons (circled below)

NowPlayingNashville.com
An initiative of The Community Foundation of Middle Tennessee

Middle Tennessee's Guide to Arts & Entertainment Events Thursday Feb 16, 2012 Nashville Area Weather

HOME **EVENTS** DIRECTORIES LOCAL GUIDES COUNTIES/MAPS CLASSIFIED **SUBMIT LISTINGS** ABOUT US

MUSIC THEATRE DANCE VISUAL ART & MUSEUMS KIDS & FAMILIES FESTIVALS SPORTS & RECREATION BOOKS & MEDIA FILM & VIDEO FREE EVENTS HOLIDAY & SEASONAL GLBT MORE ▾

Search by keyword: (advanced search) Search by date: Search by date range:

Events, orgs, venues, more... GO Start date End date GO Today Tomorrow Next: 7 | 14 | 30 days

MUSIC 1 2 3 4 5 ||

JAMMIN' AT HIPPIE JACKS: Guy Clark with Eric Brace and Peter Cooper
Presented by Tennessee State Museum at Tennessee State Museum
February 17, 2012

Jammin' at Hippie Jack's Live at the Tennessee State Museum! is back. The public is invited to join the Tennessee State Museum Foundation for a free, musical showcase and TV taping on Friday evening, February 17 featuring Guy Clark with Eric Brace and Peter Cooper. Doors open at 7:00pm. Show starts at 7:30pm. Seating is first-come, first-served. Jammin' at Hippie Jack's is a showcase ([read more ...](#))

February 2012

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	1	2	3
4	5	6	7	8	9	10

CONNECT WITH US

CLICK NOW FOR THE MIDDLE TENNESSEE COUNTY GUIDE

submit listing

SIGN UP FOR EXCLUSIVES Weekly Discount & Free Ticket Offers!

FEATURED EVENTS

THEATRE/DANCE **MUSIC** **ART** **SPORTS**

GOD of CARNAGE
A comedy of horrors...without the horrors

Bluebird Cafe
NASHVILLE

CHEEKWOOD
art & science
Lunch and Lecture:
Buffalo Bill and
Musical
Performances of

Lipscomb Lady
Basketball

NowPlayingNashville.com

WHERE TO GO ... WHAT TO DO



Before moving forward on your submission, please be sure to read carefully through our submission guidelines.

*NOTE: There is a possible one to two week waiting period for submissions to be published to the site. NowPlayingNashville.com's team will need to review all event submissions before displaying them. Please give your event enough lead time.

SUBMIT AN EVENT

Home > Submit An Event



Thanks for preparing to submit your event to NowPlayingNashville.com!

Please read our submission guidelines:

- **Location:** Events must take place in the Middle Tennessee area.
- **Lead Time:** We request that events be submitted at least two to four weeks prior to the event's start date. If we receive your event info less than two weeks in advance, we cannot guarantee that your event will be posted.
- **Public Events:** All events must be open to the public. Invitation/member-only events will not be accepted.
- **Events Images:** In order for your event to be considered for featuring, we must have an professional-quality promotional image to display with your listing. A single image may be uploaded along with your event listing. Images must be in .JPG format ONLY and no larger than 1 megabyte. Depending on the size of your image and connection speed to the Internet, the upload process may take up to several minutes - please be patient. Once received, your image will be formatted for display.
- **Video:** If you would like to **submit a video** to be displayed with your event listing, [click here](#).
- We reserve the right to edit graphic images and submissions for grammar, style, and accuracy. Questions? Email: support@nowplayingnashville.com.

NEXT

Like Tweet +1 EMAIL FEEDBACK

Select Your Organization

Please type in a KEYWORD from your Organization's name, and select yours from the list below:

metro

- Friends of Metro Dance
- Friends of Metro Parks Disabilities Program
- Mayor's Office, Metropolitan Government of Nashville
- Metro Arts
- Metro Nashville Chorus
- Metro Parks Cultural Arts Department
- Metropolitan Educational Access Corporation
- Nashville Metro Parks
- Nashville Metros
- United Way of Metropolitan Nashville

Underground | East Nashville Underground | MUSIC | NowPI
7 people recommend this.

O.A.R. w/ Stephen Kellogg & the Sixers | AEG/TMG | Marathon Music Works | MUSIC | NowPlayingNashville
2 people recommend this.

A. Begin typing in your organization name, and a drop down menu will appear. If your organization is not listed, simply click the “My Organization is Not Listed Here” check box located on the page.

B. If your organization is in the system, there may be events already tied to it. Be sure your event is not listed on the site. If it does not appear, click the “My Event is Not Listed Here” check box located on the page.

Like Tweet +1 EMAIL FEEDBACK

Select Your Organization

Please type in a KEYWORD from your Organization's name, and select yours from the list below:

Metro Arts

My organization is not listed here

The selected organization has **4 events** already submitted.

Does your event already appear on the list below?

If so, your event has already been submitted. You may select your event to preview your listing. If there is an asterisk (*) next to the event's title, it means that the event has been submitted, but is still pending approval.

! If your event does not appear on the list then you may select the check box below to proceed to the next step.

After previewing your event(s) if would like to make a change, please select the "Submit Corrections" or "Feedback" link in the upper right corner of the event detail section of the preview page.

My event is not listed here

Reset



It is also possible that your event may already be listed but not tied to your organization. NowPlayingNashville.com tries to ensure there are not duplicate listings. If you have checked the box to state your organization is not listed, the website will still ask if your event may have been submitted by another organization, artist, etc. You can check this by simply typing in a keyword that may generate the listing already on the site. (Keywords might be artist or exhibit name, etc.)

A screenshot of the NowPlayingNashville.com website's search interface. At the top, there are social media sharing buttons for Facebook (Like), Twitter (Tweet), and a plus sign for more options, followed by 'EMAIL' and 'FEEDBACK' links. Below this is a section titled 'Select Your Organization'. It contains a text input field with the instruction: 'Please type in a KEYWORD from your Organization's name, and select yours from the list below:'. There are two checkboxes: the first is checked and labeled 'My organization is not listed here', and the second is unchecked and labeled 'My event is not listed here'. A red-bordered warning box with an exclamation mark icon contains the text: 'Please search this list to see if your event is already listed by title and date here.' Below the checkboxes is a scrollable list of event listings. The first listing is highlighted in blue: 'Delta Spirit with WATERS - 04/06/2012-04/06/2012 - Cannery Ballroom'. Other visible listings include 'Jason Aldean with special guest Luke Bryan - 02/24/2012-02/24/2012 - Bridgestone Arena', 'LOUNGE: Daryl Hance / The DanBerrys - 02/28/2012-02/28/2012 - 12th and Porter', 'Portugal. The Man w/Lonely Forest - 04/26/2012-04/26/2012 - Cannery Ballroom', 'Scott Kelly (from Neurosis) w/Eugene Robinson (from Oxbow) & Bob Wayne Outlaw Carnie - 02/16/2012-02/16/2012 - The End', 'Stand with Me for MHC Breakfast & Awards - 04/04/2012-04/04/2012 - FiftyForward Knowles Center/Patricia Hart Building', 'The Blue Star Connection Event ft. Jimmy Hall, The Bart Walker Band w/ Reese Wynans and more - 03/01/2012-03/01/2012 - 3rd and Lindsley Bar and Grill', 'The GTR Jam featuring Jatt Mason, Jordan Anderson and McKenzies Mill - 02/27/2012-02/27/2012 - 3rd and Lindsley Bar and Grill', 'The Little Bear w/The Parlour Suite, Korby Lenker & Heather Bond - 02/18/2012-02/18/2012 - The End', 'William Fitzsimmons - 02/28/2012-02/28/2012 - 3rd and Lindsley Bar and Grill', '"Help Bring Hudson Home" adoption fundraiser at Lipscomb University's Allen Arena - 02/18/2012-02/18/2012 - Lipscomb University - Allen Arena', and '"Nashville Unleashed" hosted by Jack & Diane - 02/25/2012-02/25/2012 - eat - the restaurant at I news Vanderbilt Hotel Nashville'. On the right side of the page, there are several social media feeds, including one for 'RealTime! Traffic Feed' and another for 'et Feedit Now!'. The bottom of the page shows a Facebook feed with a post from 'as'.

You will now find the form to add your event information to the site including event name, contact information, dates and times, ticket information including price, link, email, and phone number, as well as the event description, and official website URL.

A bit further down, there is an area to include your primary and secondary category types. For events happening in Artober, please be sure that the “ARTOBER” category is selected as your primary and check the boxes next to your secondary categories that apply to your event (theater, visual arts, music, books & poetry, film & video etc.)

Follow up by including organization information (if it wasn't listed on the previous page), venue information, accessibility information (wheelchair access, etc.) and image files.

General Information

* = Required field

*Event name:
(Titles may not exceed 100 characters, including spaces.)

Contact information is necessary in case we need to follow up with you regarding your submission. This information will NOT appear on our website.

*Your contact name:

*Your contact email:

*Your contact phone:

***Dates & Times**

Start date: Event end date:

*Days this event occurs:

M T W Th F S Su

*Times:

*Description:

Event website (URL) for more info:

Select a Primary event type from the drop-down menu. For additional categories that describe your event, use the check boxes.

*Select primary category:

Select additional event categories/subcategories:

<input type="checkbox"/> MUSIC	<input type="checkbox"/> SPORTS & RECREATION
<input type="checkbox"/> ACOUSTIC/SONGWRITER	<input type="checkbox"/> BOOKS & POETRY
<input type="checkbox"/> AMERICANA/BLEUEGRASS/FOLK	<input type="checkbox"/> FILM & VIDEO
<input type="checkbox"/> BLUES/JAZZ/SWING	<input type="checkbox"/> FREE EVENTS

NowPlayingNashville.com

WHERE TO GO ... WHAT TO DO

PREVIEW YOUR LISTING

Below is the information you have submitted as it appears on the calendar. If you would like to edit any of this information you may return to the previous screen using the "Return to Edit" button below. If you are satisfied with your submission you may click "Submit Listing" below to complete the process.

Please note that we reserve the right to edit submissions for grammar, style and accuracy.

[< Return to Edit](#)

[Submit Listing >](#)



ARTOBER TEST
October 1-October 31, 2012
Metro Arts

[Tell-a-friend](#)
[Official Website](#)

ARTOBER ROCKS

AT-A-GLANCE

TICKET INFO

Tickets: Free Admission

Ticket / Info Phone: (615) 321-4939

DATES & TIMES

Dates:

October 1-October 31, 2012

Times:

Monday-Friday 8:00am

Saturday 10:30am



The last step is to preview your submission and click the "Submit Listing" button if you are satisfied.

If you run into problems or have questions regarding your event submission, please feel free to contact:

Kelly Walberg
kwalberg@cfmt.org
(615) 321-4939 x109