

Event Submissions Guidelines

Thank you for your interest in submitting your event to VisitRutherfordTN.com. We love showcasing all the wonderful events our community offers and hope to serve as a resource to our visitors!

Before you submit an event: Please note that your event will not be automatically added once you submit the information. All events go through an approval process and should meet the guidelines listed below. Please allow us 5 – 7 business days to review your submission.

Event Guidelines:

- Events must be open to the general public and of interest to visitors: meetings, most fundraisers and membership events will not be listed
 - Note: Events that would be of interest to visitors which coincide with a fundraiser may be considered on a case-by-case basis
- Required information needed to submit your event:
 - Event Name
 - Confirmed dates - start and end dates are required fields on the submission form
 - Start time
 - Physical address for where the event will be held. P.O. Boxes are not accepted
 - Event Venue
 - Event Description - please provide a couple of brief sentences that sum up your event
 - A valid website address that links to your event information, or organization
 - An image must be included with your listing. Photos must be in high-res, horizontal JPG format and at least 960 x 540 pixels wide

Please note, it is the responsibility of the individual submitting this form to ensure the accuracy of the event information. Should there be a decision to cancel, move or change your event, please notify us at visitrutherford@rutherfordchamber.org

Examples of Events that will not be considered if:

- The events do not meet the guidelines listed above
- The submission form is not properly completed
- The event includes inappropriate or offensive content, including profanity; references to illegal activities; defamatory or harassing language aimed at an individual or group; etc.
- Activities are personal in nature – examples: weddings, receptions, and family gatherings
- It is a regularly scheduled meeting – examples: Civic Club meetings or church services
- Political events, auditions or recitals
- Fundraisers that are not affiliated with a Tourism Partner

Rutherford County, Tennessee is home to Murfreesboro, Smyrna, La Vergne and Eagleville, to learn more about tourism in your county visit our website - www.VisitRutherfordTN.com