ALBANY CAPITAL CENTER

Online Event Calendar Listing Form

Name of Event: _____

Date(s) of Event (do not include move-in or move-out dates): _____

Event Times(s): _____ Doors open (if applicable): _____

Presented By (if applicable): _____

Event website: _____

Ticket Link (if applicable): _____

Estimated Total Attendance: _____

Event Description: _____

_____

_____

_____

_____

Please Check One: _____ Please DO NOT publicize my event

_____ Please publicize my event on your website only

_____ Please publicize my event on your website and feel free to share details and photos on your social media networks

IMPORTANT Please provide ACC with two separate jpg images for your website post:
1440 x 600px (width x height) • **430 x 450px** (width x height)
Tip: choose an image that is bright and eye-catching. Avoid images that have many small details or text and opt for something simple instead.

Failure to return this form will result in no event listing being posted on Albany Capital Center Website

The Albany Capital Center's Upcoming Events Calendar is posted on our website typically 6-8 months prior to your event and is made available to local media.
https://www.albanycapitalcenter.com

Please email completed form to caitlin.mccormick@albanycapitalcenter.com – or return with signed contract.
If you have any questions or comments with regards to the calendar listing, contact Caitlin McCormick at (518) 487-2026 or Caitlin.mccormick@albanycapitalcenter.com

Thank you for taking the time to provide us with accurate information.

Albany CONVENTION CENTER Authority