

# Note to Self:

**To get things onto IDAHO magazine's calendar of events**, please send them at least two months prior to the month you will want them to appear. (For example, if your event is in December, please make sure we have your information sent to us no later than October 1.)

There is no such thing as having your information to us too early. If you have an event that always takes place on the third week of March, you can send that information in 11 months ahead of time and update details later as your plans develop.

- 1.) Your event HAS to take place in Idaho. Ad space is available for events taking place in any other state.
- 2.) Your information for regular (one-line) calendar listings should be sent to Ruby Tanner.  
Her email is: [ruby@idahomagazine.com](mailto:ruby@idahomagazine.com).
- 3.) Any event open to the public for a reasonable cost is eligible for a listing on the calendar. We define a "reasonable cost" as something a family could afford to attend with their children. Admission costs need to be under \$10 for adults, \$5 for children and things that are free for kids are even better.
- 4.) More costly events may be considered if they are community projects or fundraisers. Write to Ruby Tanner with inquiries if your event is more costly, but you think it might qualify.
- 5.) Events for the "Expanded Calendar" should be mailed to Les Tanner at [calendar@idahomagazine.com](mailto:calendar@idahomagazine.com), and they may be eligible for a short paragraph describing the event. Please send photos with your information. Costs should be free or darned cheap (see #3).
- 6.) Don't forget to get your information in early! There is no such thing as having it here too early, but it's easy to get it here too late. If we know the event is coming, we can contact you for complete details, but you know how busy it gets as the event gets close.

**Don't forget us, and we'll be happy to publicize you!**

## CONTACT US TODAY

### CALENDAR SUBMISSION DEADLINE:

All event details, contact information and photos must be submitted on or before the **first of the month, two months prior** to the month of publication.

DEADLINE	PUBLICATION	DEADLINE	PUBLICATION
JAN 1	MARCH	JUL 1	SEPTEMBER
FEB 1	APRIL	AUG 1	OCTOBER
MAR 1	MAY	SEP 1	NOVEMBER
APR 1	JUNE	OCT 1	DECEMBER
MAY 1	JULY	NOV 1	JANUARY
JUN 1	AUGUST	DEC 1	FEBRUARY

**NOTE:** Event publication is first-come. Publication is not guaranteed due to space limits.

**Expanded Calendar:** Les Tanner  
[ e ] [calendar@idahomagazine.com](mailto:calendar@idahomagazine.com)

**Calendar Listing:** Ruby Tanner  
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