Tacoma Creates

SUBMITTING AN EVENT TO THE TACOMA CREATES EVENT CALENDAR

Have an event? Add it to the Tacoma Creates Events calendar! This is a great way for your organization to share with the public the exciting programming you have coming up.

Before submitting your event, please read through the following guidelines:

- This calendar is specifically for Tacoma Creates-funded organizations to promote funded programming happening within Tacoma city limits.
- An "event" can be any opportunity for members of the public to engage with your programming, whether it is a performance, exhibition, workshop, festival, etc.
- Fundraisers, galas, and contests cannot be submitted to the events calendar.
- If you have an ongoing program, such as an exhibition that runs for many weeks, or programming or other resources that are permanently available on your website, please only create one event submission for that program. See "Repeating Events" below for more information.

Remember to include the following details when submitting an event:

- ☐ Date(s) and time
- ☐ Location – if online, please provide a link
- ☐ Ticket pricing & link to purchase tickets/RSVP
- ☐ Short description
- ☐ Look at the list of available "tags" in the event form and use those that apply!
    - Is your event free to attend? Is registration required? Is it family friendly, or for a specific age group?

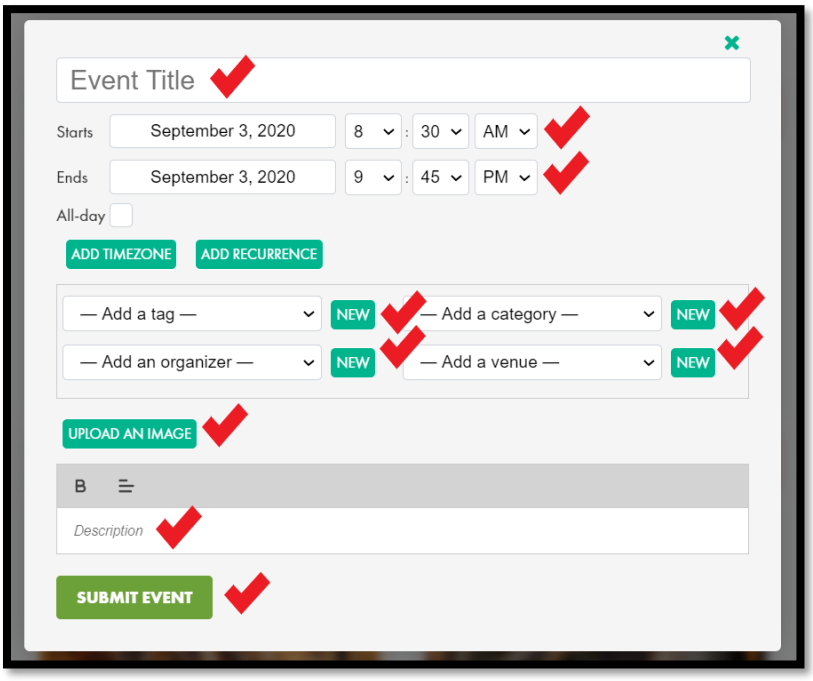
ADDING YOUR EVENT TO THE CALENDAR

Find the event calendar on the Events page of the Tacoma Creates website, and click on the "Add Event" button

A pop-up box will appear, prompting you to sign in. You will need to create an account in Timely if you don't already have one. Once you have signed in, another window will appear.

Updated June 2026

Noted below with red checkmarks are the fields that you will need to fill in. Add your event title, date(s), and time.



REPEATING EVENTS

If your programming occurs over multiple days and has less than a week between occurrences (ex. an exhibit or performance run), do NOT click "Add Recurrence". Instead, select the first day and starting time of the program in "Starts", and select the final day and ending time of the program in "Ends". In your event description you may share your event timeline and accessibility information in more detail.

If your programming repeats weekly, monthly, or sporadically (ex. recurring "pop-up" performances, monthly events, weekly specials) please select "Add Recurrence" and select the type of repetition needed. When in doubt, the "Custom" option will allow you to select the individual dates of your program.

EVENT INFORMATION

Tags

Add one or more tags – choosing tags will help the public filter through events. You may only select one tag at a time, but after adding the first tag you may select additional tags. Note that the tags listed are pre-populated. These tags are the only tags that may be used at this time. If you have a suggestion for an additional tag, please email Tacoma Creates staff at tacomacreates@tacoma.gov.

Categories

Add one or more categories – choose between arts, culture, heritage, or science. These categories are pre-populated. You may choose more than one, as appropriate. Please do not create additional categories.

Organizer

Select your organization under “Add an organizer”. When selecting your organization, your organization’s contact information (website, phone number, and email address) will automatically show up in the event information. If you would like to include a more specific direct link to your event, please include that in your event description. If your event is co-organized with another Tacoma Creates-funded organization, please mention them in your event description, and staff will manually add the additional co-organizer(s). The ability to add multiple organizers is only available through staff on the back end of the events calendar.

Venue

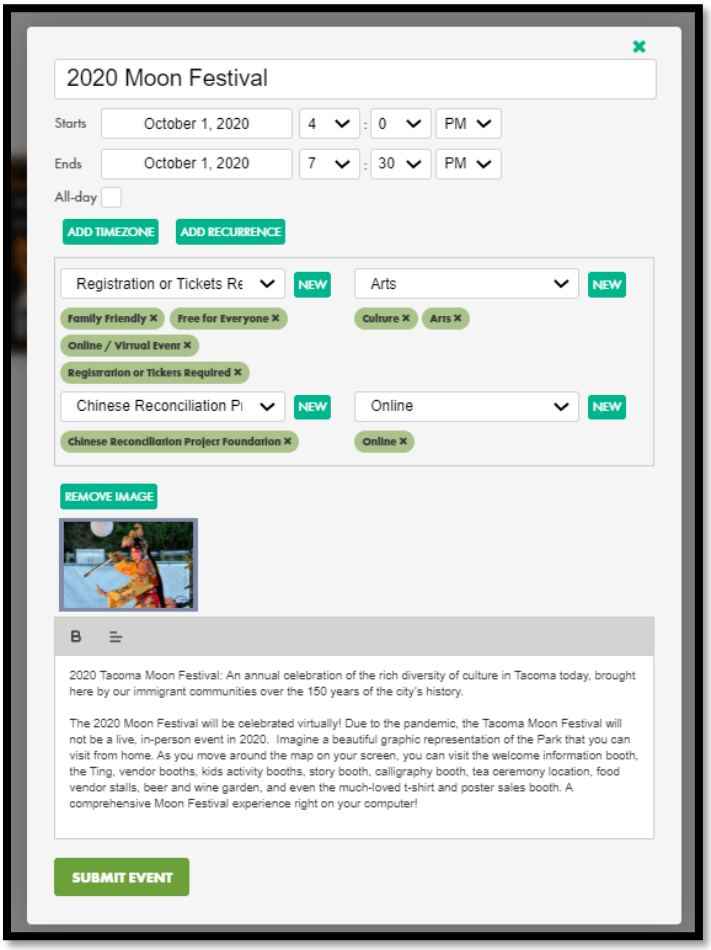
If your event location is not listed, you may add a new venue to this list. If you are submitting a hybrid event, please select the physical location, and include information on online attendance in your event description.

Image

Please be sure that your image is either a .jpg or .png file type, a minimum width of 720px, and at least 72 dpi. Tacoma Creates Staff sometimes shares these images on social media to promote your events. Please include photo credit at the bottom of your event description

Description

- Write a brief description about your event. Click “Submit Event” when you are finished. See example below:



Follow up

After you submit your event, Tacoma Creates staff will review the information. If accepted, it will appear on the events calendar within 2-3 business days. If there are any questions about the event submission, staff will reach out to the Primary Contact for your organization.

If you have any questions about your event, the event submission process, or any related topics, you can reach out to Tacoma Creates staff at tacomacreates@tacoma.gov.