



REPORTING EVENTS WITH VA250

Thank you for contributing to the success of VA250 by adding your events to the statewide calendar! We are gathering statistics to measure the impact of these commemorative celebrations, and your input is vital to sharing the success of the semiquincentennial.

How To Report Events

1. Log-in to the Local Committee Dashboard at VA250.org



- a. If you need your log-in credentials, please reach out so we can send that to you.
- b. If you're already logged in, please head to va250.org/committeedashboard.

2. Click on the **SUBMIT EVENT REPORT** button

3. Select your event from the drop down under Option A. Your event info will be pre-filled in. If your event wasn't previously on the calendar, please selection Option B.

SUBMIT EVENT REPORT

4. Fill out the report with as much information as you can, including:
 - a. Number of Participants
 - b. Event cost and revenue, if any
 - c. Visitor feedback or media attention

5. Submit Your Report!

For questions and troubleshooting, please reach out to

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Events listed are VA250 Signature Events. A full calendar of events can be found at