

Event Posting Guidelines

We define an event as “a public gathering for the purpose of celebration, education, or spectatorship at a facility in the city and hosted by a local group.”

Our calendar *does not* include such things as:

- A business that is holding a sale
- A garage sale
- A league's daily/weekly schedule
- An event outside of the city limits
- A private event at a citizen's residence

(There are exceptions – such as a fundraiser where several businesses hold a sale, a community-wide garage sale, registration night for a league, or a league's championship tournament.)

Submitting Your Event

- **Select the most appropriate category**
 - Arts and Entertainment (e.g. a concert, an art walk, a comedy show, trivia night)
 - Classes and Programs (e.g. an art class, a short fitness program)
 - Festival and Tradeshows (e.g. a dance festival, a home and garden show)
 - Sports and Tournaments (e.g. a year-end tournament, a major sporting event)
 - Workshops and Public Engagements (e.g. a seminar or lecture, a Public Open House)
 - Other (e.g. a fundraiser, a grand opening, a dinner/gala)
- **Enter in the:**
 - Event Name
 - Start Date and Time (End Date and Time if possible)
 - **Full address** including Postal Code (*this is important for the link to Google Maps*)
 - Description
 - Email Address
 - Phone Number
 - Website (optional)
 - Event Image/Poster (*this is optional, however, events WITHOUT an image will not be featured on our home page*)

Submissions that do not follow the above guidelines will not be approved to be published onto the calendar.

It is the submitter's responsibility to update the event if any details change.

If you have any questions, please email Sara Walkey at swalkey@camrose.ca.