

Community Calendar Guidelines

Purpose

The *Bondurant Community Events Calendar* is an interactive, web-based program that enables the community to post, view and search for events of broad interest to the community. The calendar is a tool for the public to advertise and promote community events and activities. It is specifically designed to house information about special events.

Overview

Calendar postings are designed to announce one-time or special events or programs, not regularly scheduled activities (i.e., church services, exercise classes, etc.). No announcements that will promote a commercial interest or cause may be posted.

The *Bondurant Community Events Calendar* may be used to promote the following:

Educational, social, cultural, or recreational events in Bondurant are open to the general public and sponsored by non-profit, civic, social, charitable, or educational organizations

The *Bondurant Community Events Calendar* may not be used to promote political or commercial events.

Guidelines

Postings will be limited to those abiding by the following guidelines:

- Only events will be listed on the calendar. Acceptable events include academic or athletic camps, school registrations or orientations, expos, health and wellness events, nonprofit fundraisers, concerts, plays and performances, ribbon cuttings, grand openings, library program sign-ups, recreational sports sign-ups, Parks & Recreation league sign-ups.
- All events must be open to the general public; no “invite only” events.
- The event organizer must submit all entries, and contact information for that person must be included.
- All entries must be accurate upon submission.
- Church services and political fundraisers are not eligible for posting on the Community Calendar.
- No solicitations will be accepted. Community fundraisers may be accepted at the discretion of the *Bondurant Community Events Committee*.
- No individual events will be permitted on the calendar (i.e., garage sales, individual fundraisers, birthday parties).
- No events outside of Bondurant will be included on the calendar.
- Exceptions to these guidelines may be made at the discretion of the *Bondurant Community Events Committee*

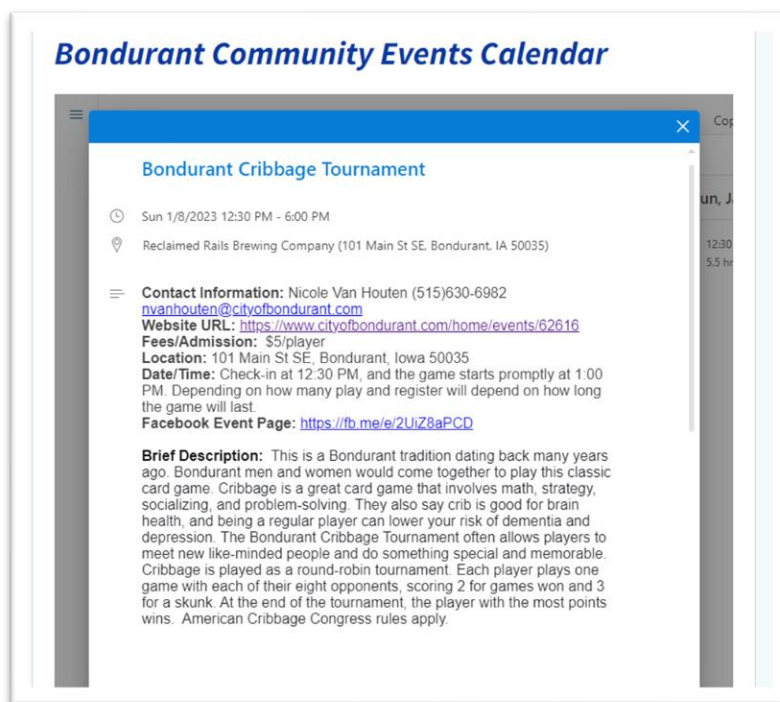
Calendar Style

In submitting events to the *Bondurant Community Events Calendar*, please follow these simple guidelines to ensure sufficient detail and consistency of style throughout the site:

- **Event Title:** Use standard upper case and lower case.
- **Start Date & Start Time:** This is the day and time the event begins.
- **End Date & End Time:** This is the day and time the event concludes.
- **Location:** Use a specific address to allow the location to sync with google maps.

- **Body of Calendar:** Use 12 point Arial font
 - **Contact Information:** Include a contact name and phone number. Include the contact email.
 - **Website URL:** Only use if a website has been specifically created for the event or if the site contains more information about the event than included in the listing
 - **Fees/Admission:** If different prices for different levels, please be specific (i.e., \$50 for early bird registration, \$65 for a day of event registration, etc.)
 - **Location:** Include the address, building name, and room number; in the address, be sure to include city, state, and zip code
 - **Date/Time:** Here is where you can go into greater detail if multiple activities occur at different times during the event. (i.e., registration at 9 a.m., race starts at 9:30 a.m., etc.)
 - **Facebook Event Page:** Share the Facebook event page URL. Ensure the link actively links to the event page.
- **Brief Description:** Provide a brief description of the event and/or insert the event flyer

Example:



The *Bondurant Community Events Committee* reserves the right to limit the number of postings from any organization and to delete any posting when deemed offensive, inappropriate, or not in the public's interest or conflict with this policy or the mission of the City of Bondurant. The *Bondurant Community Events Committee* can discontinue the *Bondurant Community Events Calendar* program at any time if they see a need to do so. The *Bondurant Community Events Committee* as a partner of the City of Bondurant, will directly oversee the *Bondurant Community Events Calendar* program.

Updated March 22, 2023