

# Community Calendar Submission Policy

## 1. Eligibility of Events

- Events must be open to the public or have broad community interest.
- Events should be hosted by local organizations, nonprofits, educational institutions, or community members.
- Commercial events primarily for-profit purposes (like sales or promotions) are not typically eligible, unless they offer a significant community benefit (e.g., charity fundraisers).
- Events should be located within Auburn or have a direct tie to the community.
- Meetings of community organizations will not be posted.

## 2. Submission Guidelines

- **Event Details:** Submitters must provide clear details, including event title, date, time, location, description, and any applicable fees.
- **Contact Information:** Each submission should include a valid contact name, email, or phone number.
- **Frequency of Submission:** Recurring events should be submitted once with a clear frequency indicated, not as separate events unless there are significant changes.

## 3. Content Standards

- Language must be respectful and family-friendly.
- Descriptions should be concise, avoiding jargon, slang, or promotional language.
- No inappropriate or offensive content, including hate speech, violence, or discriminatory language, will be accepted.

## 4. Review and Approval

- All submissions are subject to review by the City. Submission does not guarantee posting.
- Events may be edited for clarity, brevity, and consistency with other postings.
- The City reserves the right to reject or remove any events that do not meet the policy guidelines or per City discretion.

## 5. Image and Media Guidelines

- Images submitted should be relevant, free from copyright restrictions, and optimized for web display.

## 6. Disclaimer

- The City is not responsible for inaccuracies in event information or changes after publication. It is the responsibility of the event organizer to notify the City of any updates or cancellations.

## 7. Contact for Questions

- For any questions regarding submissions or policies, contact the City Clerk's Office, at (530) 823-4211 x112

Approved 11/1/2024



Sean Rabé, City Manager

Amy Lind, City Clerk