

# Community Calendar

## Event Submission Information

The **Branch County Community Calendar** will provide the community and website visitors a resource for Branch County-based meetings, events, and activities. In addition to Community Calendar Team\*-sponsored events, the Calendar also includes events submitted by non-profit, community and service organizations as approved by the Community Calendar Team for posting.

This policy serves as a guideline for submission, approval and maintenance of the Calendar. The Community Calendar Team will work to ensure that all appropriate events are posted accurately and in a timely manner. The Team will also review any submitted events and approve them for posting on the Calendar.

### SUBMITTING EVENTS

Those organizations that wish to have an event posted can submit the information with the attached form. Branch County-based non-profit groups may submit events to be included in the Calendar pending approval. To be considered for inclusion, events must be open to the public, have broad community appeal (festivals, performances, special exhibitions, etc.) Events must be non-commercial in nature; anything that could be construed as advertising, promoting or selling products or services of an individual business diminishes the Calendar's value to residents and visitors. Events that promote activities such as fundraisers for non-profits are welcome. No advertising, individual garage sales, regular church services, classified ads, individual fundraisers, lost-and-found, and retail will be published.

Events may only be submitted within the categories identified in the Calendar. Once the information has been submitted, checked and approved, the event should be posted within 5 business days. The Community Calendar Team reserves the right to determine what events shall and shall not be placed on the Community Calendar.

Please note that the Branch County Community Calendar is NOT an event management or event scheduling system. The event sponsor must confirm all event information including location, room, date, time, speaker, etc. before submitting the event. If changes are made after submission, the event sponsor must notify the Team for changes (please see notification information below).

### ONGOING AND RECURRING EVENTS

Ongoing and recurring events hosted by non-profit organizations may also be submitted for inclusion in the Calendar; however, organizations **must** notify the Team of any cancellation or change to event details within **72 hours in advance of the event**.

## NOTIFICATION

Notification may be made via e-mail or phone to the Calendar Team at:

Chamber of Commerce  
Attn: Community Calendar  
20 Division Street  
Coldwater, MI 49036  
517.278.5985  
[calendar@branchareachamber.com](mailto:calendar@branchareachamber.com)

### *Failure of cancellation or change notification:*

1. The first time an organization fails to notify the Team will result in a written reminder.
2. The second failed notification will result in suspension from inclusion in the Calendar for three months.
3. The third failed notification will result in suspension from inclusion in the Calendar for one year.

## RIGHT OF REFUSAL

**The Community Calendar Team reserves the right to modify the criteria, edit and refuse to post inappropriate requests, and decline content submitted from organizations when, in the opinion of the Team, it violates a third party's right of privacy or contains any defamatory content or violates any state, federal or local laws or regulations, or does not conform to the Calendar Policy. All persons or entities requesting postings hereby agree to indemnify, defend and hold harmless the Calendar Team and its individual members, officials, committees, officers, agents, directors, and employees from any and all third party claims that the content violates a third party's right of privacy or contains any defamatory content or violates any state, federal or local law or regulation. The Community Calendar Team does not endorse, support or verify the legitimacy or accuracy of any organization or information posted on this Calendar or any documents or information posted on any web site linked to or from this Calendar.**

For any questions and feedback on the Calendar, please email us at [calendar@branchareachamber.com](mailto:calendar@branchareachamber.com)

## Q & A – BRANCH COUNTY COMMUNITY EVENT CALENDAR

### **What is the Branch County Community Event Calendar?**

The Calendar offers users - residents and visitors alike - a comprehensive resource for things to do in Branch County. It highlights events, activities and special programs sponsored by the Community Calendar Team that are of interest to the community and the general public. Additionally, the Calendar offers Branch County-based, non-profit organizations the opportunity to submit their events for approval and posting on the Calendar.

**What types of events are appropriate for posting to the Branch County Community Event Calendar?**

Generally, events that are open to the community and the public are appropriate for posting on the Calendar. Events must be sponsored by the Community Calendar Team or a Branch County-based, non-profit organization. Selected private events (attendance by invitation only) may be posted at the discretion of the Calendar Team (Administrator).

All events submitted for posting to the Calendar must detail all pertinent information, including event title, date, time, location, contact person, admission fee, etc.

**How do I submit an event to the Branch County Community Event Calendar?**

On the Community Calendar form, fill out all the appropriate fields. Once you click the "Submit Event" button, the event will be sent to the Administrator for review and approval. If approved, your event will be posted or contact person listed may be contacted for additional information.

**Can I submit a photo to be posted with my event?**

Unfortunately, at this time, photos can not be posted along with events.

**When will events be posted to the Branch County Community Event Calendar?**

Approved events will be posted to the Calendar within 5 business days of submission. The Administrator reviews requests to promote events each weekday. If an event does not appear to meet the requirements, the contact person for that event or one responsible for submitting will be notified and given information that either explains why the event cannot be posted or asks for more information. Please note that publication of events is at the discretion of the Administrator based on the policies and procedures outlined above.

**How do I change event information once an event has been posted to the Branch County Community Calendar?**

The organization or individual can resubmit previously submitted events. Since this will generate a new event on the Calendar, the Administrator must be notified to delete the original event OR your event will be posted twice with both sets of information. The Administrator must be informed of the change of information (venue, date, time) so the change can be reflected in the Calendar.

**What time period will the Branch County Community Event Calendar cover?**

The Calendar will list events from the current date up to two years forward. Events posted on the Calendar will continue to appear for a one-year period from the date posted. Users can search for past events in the same manner as they do for upcoming events.

**How do I contact the Branch County Community Event Calendar administrator?**

E-mail the Administrator at [calendar@branchareachamber.com](mailto:calendar@branchareachamber.com)

# Community Calendar

## Event Submission Form

Clear and concise event title\*:

Name of organization hosting the event\*:

Purpose of event:

Date and time\*:

Location\*:

Cost (if applicable)\*:

Contact information\*:

Brief event description, which must answer the following - who, what where when, why, how (unless already given above)\*:

Hyperlink to a full-blown advertisement or to the specific location within the organization's website where additional details may be found\*:

Recurrence of event\*:

Name of person submitting information:

Phone:

Email:

\* - Information will be posted with calendar information.