

COMMUNITY CALENDAR

Submission Guidelines 2022

This Community Calendar is designed to be a central place for people to find out about what community programs, initiatives and special events are going on in Jasper.

- For a listing to be approved, all required fields of the submission form must be complete.
- Events with dates or location yet to be determined will not be approved.
- Listings must be in compliance with the Municipality of Jasper's commitment to fostering a welcoming and inclusive community. Any listing of an event or initiative that promotes intolerance or hate will not be approved and will be removed from the calendar.
- The Municipality of Jasper will review submissions and has the right to refuse submissions.
- Please allow 1 business day for a submission to be reviewed and published on the calendar.



ELIGIBLE LISTINGS:

Eligible programs, community events and initiatives are:

- taking place within the community of Jasper and surrounding area; and
- available to the public.



INELIGIBLE LISTINGS:

- Every scheduled practice/game for pre-registered programs or classes. Listing the registration dates for these programs is permitted. The schedule for these events can be included in the Event Details section of the form.
- General hours of operation.



COST TO LIST EVENTS, INITIATIVES OR PROGRAMS ON THE CALENDAR:

- There is no cost for non-profits or public sector groups to list items on the calendar.
- If a program or event is hosted by a private sector business or will generate profit for a private business, we ask that the private business donate to the Child and Youth Participation Fund.

The Child and Youth Participation Fund helps local children and youth participate in activities where cost would otherwise be a barrier. **THANK YOU for your support.**

EVENT SUBMISSION

*You will receive a confirmation email once you submit your event.

RECURRING EVENTS:

Select the frequency of your event (daily, weekly, monthly, yearly) and fill in the details. This will create listings on the calendar for each of the event dates.

EVENT LOCATION/ADDRESS:

Please include both the name of location, business or building and the physical address. For example: Activity Centre - Multi-purpose Hall, 300 Bonhomme St., Jasper.

EVENT CATEGORY:

Select the category that best fits your program or event.

UPLOAD IMAGE:

You have the option of including an image. Please upload a JPEG file. The image shown on the event listing will be 300 pixels x 300 pixels. Images larger than this may be automatically cropped.

EVENT DETAILS:

Provide a description of the event, what to expect, what attendees need to bring etc. Does your event have a limited capacity? Do people need to sign-up or purchase tickets in advance? Is the event for a specific age range only? Such as 0-5 years or 12 years and over.

This is where you include the schedule for programs that require pre-registration. Example:

U9 Soccer - Wednesdays, 3:30pm - 4:30 pm | May 4 – June 29

U12 Soccer - Thursdays, 4:30pm - 6:00 pm | May 5 - June 30

WEBSITE URL & SOCIAL MEDIA LINKS:

Entering an event website or relevant social media links here hyperlinks icons in the published event listing.

HOST ORGANIZATION:

- Public – governmental organizations
- Private – privately owned businesses
- Non-Profit – groups, clubs, organizations
- Community Group or Club - any community member can add a public event to the calendar

COST:

Enter the price for your event; you can indicate a range in price. If your event is by donation indicate that using text (eg: "suggested donation \$5"). If your event requires tickets to be purchased in advance, please indicate this by both selecting the Tickets Available option on the form and including this in your Event Details.

REGISTRATION REQUIRED:

Indicate the deadline date for registration in this field. If registration requires calling, emailing, or completing a form in-person, please include this in event details. For online registration use the website URL field to link to online registration. Explain registration requirements in Event Details.

DROP-IN PROGRAM:

Check this field if anyone can come to a program without pre-registration.

TICKETS AVAILABLE:

Put a link to the site for purchasing tickets online or physical location(s) where tickets can be purchased.

WHO IS THIS EVENT FOR?

Select all ages ranges that apply. This field allows your event to be shown on calendar views for a specific age group. If your event is for everyone, select ALL AGES. Events that are for all ages will appear on every calendar view. Remember to note the specific age range in the Event Details as well.