Community Calendar: Submission Guidelines

This Community Calendar is designed to be a one stop opportunity for all residents and visitors to see, explore, and participate in every event/ activity available in Jasper.

Eligible events include:

- All community events that are located within the Municipality of Jasper and its immediate surrounding area.
- All events or programming open to the public to attend are eligible. This is inclusive of events hosted by:
    - Members of the community, local clubs, and groups
    - Public sector (e.g. Municipality of Jasper, Service Canada, Jasper Municipal Library)
    - Private businesses and organizations
    - Not For Profit sector (e.g. Jasper Food Recovery, Habitat for the Arts).

Events shall not promote intolerance or disrespect of any group and shall not discriminate on any grounds covered by the Alberta Human Rights Act. Any event or post that violates these principles will not be approved for submission or will be immediately removed from the calendar without notice.

The Municipality of Jasper has the right to refuse submissions at their discretion. In this case, an explanation may not be provided to the submitter.

Advertising of events on this Community Calendar is free of charge. However, If a program or event is hosted by a private business or will generate profit for a private business(es), we ask that you donate to the Child and Youth Participation Fund.

Non-Eligible events:

- Every scheduled practice/ game for pre-registered sporting programs (Such as the Climbing team, gymnastics, hockey etc.) However**, Listing the opening and closing registration dates for these programs is permitted.** The schedule for these events can be included in the Event Details section of the submission form.

Guide to completing the Event Submission form

For an event to be approved, all required fields of the submission form must be complete. Upon submission, please allow 3-5 business days for an event to be approved and published online.

- **Name and email** for the contact person hosting the event.
- **Event Title**
- **Start and end dates and times.** Events with dates or locations yet to be announced will not be approved.

Recurring Events: Selecting the frequency of your event (Daily, Weekly, Monthly, yearly) will prompt more options to capture the frequency of your event. This will create listings for each of the event dates with one form submission.

Event Location/ Address: Name of location, business or building and the physical address. eg: Activity Centre- Multi-purpose Hall, 300 Bonhomme street, Jasper.

Event Category: Below are the categories and examples of events for each.

Category	Examples of Events
Arts & Culture	Paint night, Library story time, Clay room
Council & Committees	Regular Council meetings, Food Bank annual general meeting
Education	French Lessons, Excel for beginners, Bicycle Maintenance
Entertainment	Bingo, Jam Night, Stories from the Mountains
Food & Farmers Market	Craft Markets, Community Dinners, Food Recovery Program
Health & Wellness	Yoga in the Park, Meditation
Special Events	Dark Sky Festival, Jasper PRIDE, World Tree lighting,
Recreation	Basketball, Aquafit, KAOS, REC-Room
Public Participation	Community Conversations, open forums, Newcomer Network
Volunteer Opportunities	Food Recovery Program, Snow Angels, Friends of Jasper

Upload Image: Events with photos are more engaging and are recommended but not required. Images uploaded should be a **JPEG file** that best represents your event. The image shown on the event listing will be a **square 300 pixel x 300 pixel**. Images larger than this will be automatically cropped. Please be mindful that images should be appropriate for viewing by all ages.

Event Details: Provide a description of the event, what to expect, what attendees need to bring. This field also should indicate any specific details that are not fully captured in other sections of the form. For example:

- If the event has a limited capacity, requires people to sign-up or purchase tickets in advance please note this here.

- If the event is limited to a specific age group only such as 9-12 years or 12 years and up.

- Pre-registered sports groups may list the schedule for each age group in this section. For Example: 'U9 Soccer, Wednesdays, 3.30pm | May 4 – June 29.'

Website URL & Social media links: Entering an event website or relevant social media links here will have them hyperlinked from icons in the published event listing.

Host Organization:

Host	Examples
Public	Municipality of Jasper, Service Canada, Alberta Health Services
Private	Members of the community, private businesses and organizations.
Not For Profit	Friends of Jasper, JEEC, Uplift! Festival

Note: As stated in the Calendar eligibility requirements; advertising of events on this Community Calendar is free of charge. However, If a program or event is hosted by a private business or will generate profit for private business(es), we ask that you donate to the Child and Youth Participation Fund.

Cost: Select Free or Paid. If your event is 'By Donation' with no set fee; select 'Paid' and enter 'By Donation' in the text field or "By donation: 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: Please indicate the deadline date for registration in this field. If Registration requires calling, emailing, or completing a form in person or online use the website URL field to link to online registration. Please also ensure to outline any specific registration requirements in the Event Details.

Drop-in Program: Please check if anyone can come to a program without pre-registration

Tickets Available: Please put a link to the site for purchasing tickets online or physical location(s) where tickets can be purchased i.e., Jasper Yellowhead Museum/ at door.

Who is this event for? Select all ages ranges that apply; if your event is for everyone: only select ALL AGES.) This field allows your event to be shown on calendar views for a specific target audience; events that are for all ages will appear on every calendar view.

Note: If your event has a specific age range such as 9-12yrs old or 12+ please select the ranges that apply and note the specific age range in the **Event Details**.

Who	Age
Early Childhood	0-5 years old
School Age	5-12 years old
Teens	13-17 years old
Adults	18 years and older
Seniors	65 years older
All Ages	Everyone welcome