Naperville

Communications Division
Online Events Calendar Policy and Procedures

I. STATEMENT OF PURPOSE

The City of Naperville's online events calendar is intended to provide the public with a comprehensive view of events happening in Naperville in a detailed, mobile-friendly format that encourages participation in said events for the betterment of the community. As of June 2016, this online calendar serves as a replacement for the City Notes and City Link weekly events newsletters.

II. OVERVIEW

The City of Naperville's online events calendar is available to community organizations and local non-profit agencies to advertise events that are non-profit and open to the general public. Events will be permitted that occur in Naperville, are sponsored by a Naperville-based non-profit organization or intergovernmental partner (Will or DuPage counties, State of Illinois, NCUSD 203 and IPSD 204, Naperville Park District, Naperville Public Library, Naper Settlement, etc.) or are funded using the City's Special Events and Cultural Amenities (SECA) fund grant.

III. GUIDELINES

- Events listed must either be occurring within the City of Naperville's boundaries or be sponsored by a charitable organization whose address is within Naperville's boundaries and the purpose of which is to benefit Naperville residents.
- Fundraisers are permitted so long as they benefit a Naperville-based non-profit organization or charity whose purpose is to disseminate profits to individuals or groups in need. Only benefits for individuals sponsored by registered not-for-profit organizations will be included.
- K-12 and local college sporting events, church services, political fundraisers, birthday parties, family reunions, class reunions and camps will not be included.
- Events sponsored by for-profit entities will not be included.

IV. SUBMISSION PROCEDURES AND DISCLAIMERS

- All events should be submitted using the online form on the City's website.

- Submitted events will be reviewed and either posted or declined within three (3) business days of submission.
- Attachments such as photos, flyers or brochures cannot be submitted for inclusion.
- For technical assistance with submitting an event, or should details of your event change after it is posted, please contact the Communications Division at (630) 420-6707.
- The City of Naperville reserves the right to decline event submissions when deemed to be offensive, inappropriate or not in the public's interest or in conflict with this policy or the mission of the City of Naperville.
- The City of Naperville reserves the right to edit event information for length, spelling, language and clarity (see **Section V** below for style suggestions)
- The City of Naperville reserves the right to limit the number of postings from any one organization.

V.   CALENDAR STYLE

When submitting events to the calendar, please follow these guidelines to ensure sufficient detail and consistency of style. The names in bold correspond to the form fields on our event submission form:
- **Title:** Name of event. Please use initial caps and lowercase throughout.
- **Duration:** How long your event will last. Please DO NOT specify an end time.
- **Contact:** A phone number or email address where people can contact you or the appropriate person in your organization about the event.
- **Location Name:** This is where your event is taking place, e.g. a building or a park.
- **Street Address:** This is the street address where your event is taking place.
- **Tags:** Please select the tags in the checkboxes you believe apply to your event. Do not add any text to the "tags" field in this section.
- **Info:** A link to a website for the public to get more information about your event.
- **RSS feed:** Please do not change the pre-populated calendar RSS feed.
- **Summary:** A brief summary of the event with the most important information.
- **Web link:** Please leave blank.
- **Description:** A description of your event.