

Guidelines to Posting on the Palestine Community Events Calendar

The Palestine Community Events Calendar is a feature on the City of Palestine's website that is an interactive program that enables the community to post and view events of broad interest to the community. The calendar is a tool for the citizens to promote public community events and activities.

All events must be open to the public and be held in Palestine, Texas.

The Palestine Community Events Calendar is intended to showcase one-time or special events. Regularly scheduled or private activities (i.e., church services, exercise classes, etc.) will not be approved.

All entries should be submitted no less than 10 days prior to the date of the event to ensure posting to the Palestine Community Event Calendar.

The City of Palestine reserves the right to accept or reject any event submitted.

The City of Palestine reserves the right to edit event information for length, spelling, language and clarity.

The City of Palestine reserves the right to limit the number of postings from one organization.

The City of Palestine reserves the right to reject any postings when deemed offensive, inappropriate, not in the public's interest or in conflict with the Palestine Community Event Calendar Guidelines, or the mission and vision of the City of Palestine.

Acceptable Events:

Examples of events submitted to the Palestine Community Events Calendar may include but are not limited to:

- A.) Events open to the public including community street fairs, festivals, business and educational opportunities, concerts, theatrical shows, farmers markets, summer camps, cultural enrichment events, parades, banquets, community performances, other community activities
- B.) Fundraiser events for non-profit agencies, schools, social service or other organizations
- C.) Informational seminars, clinics or meetings

Unacceptable Postings:

Events submitted for posting containing any of the following shall not be approved for posting:

- A.) Profane language or content
- B.) Events that promote religious or political activity or belief
- C.) Sexual content or links to sexual content
- D.) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation
- E.) Solicitations of commerce (i.e., yard sales, sidewalk sales, special discount sales, grand openings, anniversary sales, etc.)
- F.) Conduct or encouragement of illegal or immoral activity
- G.) Information that may tend to compromise the safety or security of the public or public systems
- H.) Content that violates a legal ownership interest of any other party
- I.) Regularly occurring athletic events, or fitness classes
- J.) Private events

Posting Procedure:

1. Community event organizer will fill in and submit request via the City of Palestine's website at:

http://www.cityofpalestinetx.com/default.aspx?name=city.calendar_form

2. Requestor must be the event organizer and include all of the following to be posted on the Palestine Community Event Calendar:

- Title of the event
- Organization / group hosting the event
- Date of the event
- Beginning and ending time of the event
- Location of the event
- Name of the event organizer
- Email address of the event organizer
- Phone number of the event organizer for more information
- Website for the event if applicable
- If an event requires registration, the deadline date for registration should be conspicuous so that the deadline will be announced as well as the event.
- If fees are to be charged, that information must be included in the description.

3. City staff will review requests within five (5) business days

4. Providing the request meets all appropriate criteria, city staff will approve the event for posting

5. Event organizer will be notified via email when requested event is posted on the Palestine Community Events Calendar

6. The City of Palestine reserves the right to make changes or corrections to any requested posting as appropriate.

Disclaimer :

The City of Palestine's Community Events Calendar is provided as a community service to Palestine citizens and community organizations. Though the calendar is moderated for posting acceptable events, the creators of the calendar do not endorse nor verify the information included. We urge each event organizer submitting calendar events to review details for accuracy.