

Community Events Submission Policy
Danbury Senior Resources Website
Department of Elderly Services
City of Danbury

This Community Events Submission Policy is intended to provide general guidelines for community events submitted to the City of Danbury Senior Center to consider for inclusion in the online calendar on the Senior Center Resources Website.

Event Criteria:

- Relevant to senior population
- Of interest to senior community
- Relevant to caregiver community
- Of benefit to the greater Danbury senior community, providers, and families

The Senior Center will not post events that are organized solely for the purpose of advertising, soliciting and/or marketing.

Event Submission:

Prior to submitting your event to the Senior Center:

- Confirm that all of your event information is current and accurate
- PROOFREAD your event

Format of Files and Images:

- Images should be appropriate for the event being submitted. Examples are: portraits of speakers, photos of venues, or high quality promotional graphics
- Image size should be no larger than 250px (width) x 250px (height), and no larger than 100 kilobytes (KB)
- Image file type: .jpg or .png
- Attachment file type: .pdf

Submission of Event: Please note that submissions will not automatically appear on our Senior Center Resources Website. All submitted events must be approved before they are published on the online calendar. It is recommended that you submit your event to the calendar at least two weeks prior to the event. We will do our best to post a submitted event within 48-72 business hours. The submitter is responsible for checking the Community Events Calendar webpage to

ensure that the event has been posted and all of the information is accurate. There is no charge for submitting an event to the community events calendar.

After the event is submitted to the Senior Center the Center will send the following:

- An email to the submitter confirming the event was received
- An email to the submitter approving or disapproving the event submission

Right of Refusal:

The City of Danbury reserves the right to modify this Policy at any time. The City reserves the right to modify the criteria for event submission, edit event submissions, refuse to post inappropriate requests, and decline content submitted from organizations when, in the reasonable opinion of the City, it violates a third party's right of privacy or contains any defamatory content or violates any state, federal or local laws or regulations, including intellectual property or copyright law, or does not conform to the Community Events Submission Policy. The City of Danbury 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 website linked to or from this Calendar.

Disclaimer:

The calendar has been designed to quickly reflect changes, corrections, and updates on events. While every effort will be made to ensure the accuracy of the posting, the Senior Center will not be responsible for errors, omissions or inaccuracies. Please always check with the organization hosting the event.