

Event Submission Guidelines

Purpose

The Tourism Regina Event Calendar is intended to include special community events that are open to the general public and support the concept of community involvement.

Guidelines for Community Event Postings

- **Public Events:** All events must be open to the public. Invitation/member-only events will not be accepted.
- **Location:** Events must take place within a 50 kilometre range of the City of Regina
- **Submission Criteria:** Events should be open to the general public and generally fall under the following categories:
 - Arts & Culture
 - Comedy
 - Concerts
 - Family Friendly
 - Galas & Expos
 - Speaking
 - Sports
 - Free
- **Submission Process:** All events will be reviewed and, if accepted, posted within 24-48 hours. Tourism Regina reserves the right to accept, revise, reject or cancel, in whole or in part, any event at its discretion. Please contact the calendar administrator if you have questions about these guidelines or the event submission process.

Events that are **unlikely to be approved** include (but are not limited to):

- Commercial in nature and, in Tourism Regina's sole opinion, are attempting to advertise, promote or sell products or services of an individual or an individual business;
- Discriminatory to any individual or group;
- Fundraising events, (Galas, Walks & Runs, Golf Tournaments, etc.)
- Political events
- Religiously-Focused Ceremonies or Functions
- Regularly scheduled courses and classes;
- Business and/or Networking Events
- Some Seminars, Lectures and Workshops
- Events that are conflict with any applicable laws, City By-laws or policies.
- Business Grand Openings (unless the business is a member of Tourism Saskatoon)

Disclaimer

The Tourism Regina Event Calendar is provided as a community service to Regina citizens and community organizations. Though the calendar is moderated for posting acceptable events, the City of Regina does not endorse nor verify the information included.

Tourism Regina is not responsible for the accuracy of event postings and it is the responsibility of the organizer to inform Tourism Regina of changes to the information submitted. All additions and corrections should be emailed to info@tourismregina.com

Tourism Regina reserves the right to reject any calendar entry which does not comply with this policy.

Categories

Categories and subcategories in the calendar are key to successfully listing your event. Please read the below categories carefully as these are linked to searching criteria on the Tourism Regina website. Please note items can be selected into multiple categories (ex. A 'Family' event can also be 'Free')

Conferences, Galas & Expos: Health and fitness expos, home garden and recreation tradeshow, bridal shows, women's conferences, etc.

Community: Fairs & festivals

Free: Events that have no admission cost to attend

Family: Events that are children friendly and focused on family activities and participation.

Museums, Science & Nature: Events that are themed and programmed around science, museum, heritage, natural history and nature topics.

Music: Live music shows in venues around the city.

Recreation & Leisure: Walk/run events, unique one time programs, and leisure activity programs/promotions.

Theatre: Live theatre, comedy shows, poetry readings, musicals.

Tours and Exhibits: Art exhibits, speeches, lectures, educational exhibits, public tours.

Event Submission: How To

Event Title: should be concise and catchy. No quotes needed.

Event Description: where you explain what the event is about, and catch people's interest. Have a featured presenter? Make them the first line of the entry. The first two sentences should contain what people need to know about the event listing.

Date & Time: If this is a reoccurring event, be sure to click the reoccurrence box. If the events are not on a consistent reoccurrence contact the event

Event Main Location: This is key to a successful post so that residents and visitors can find where you are! Make sure address is clear and easy to understand.

Example:

- ✓ Victoria Park, Cenotaph
2190 Victoria Ave Regina, SK
- X Victoria Park
Downtown Regina

The form includes the following sections:

- Title:** A text input field for the event title.
- Description:** A rich text editor with a toolbar (Paragraph, Bold, Italic, List, Link, etc.) and a 'Visual' tab.
- Date And Time:** Fields for Start Date and End Date with time pickers. Includes checkboxes for 'All-day Event', 'Hide Event Time', and 'Hide Event End Time'. A 'Notes on the time' field is also present.
- Repeating:** A checkbox for 'Event Repeating'.
- Hourly Schedule:** An 'Add Day' button and a note: 'Add new days for schedule. For example if your event is multiple days, you can add a different schedule for each day!'
- Event Main Location:** A dropdown menu for 'Hide location' and a checkbox for 'Don't show map in single event page'.

The sidebar includes the following sections:

- Event Links:** A 'More Info' field with a placeholder 'eg. http://yoursite.com/your-event' and a 'More Information' field.
- Event Cost:** A 'Cost' input field.
- Featured Image:** A dashed box with the text 'No file chosen'.
- Categories:** A list of categories with checkboxes: Arts & Culture, Comedy, Concerts, Family Friendly, Galas & Expos, Speaking, and Sports.

More Info: Add your website or event page to make sure people stay up to date with the event and buy tickets.

Image: Upload an image to make sure that your image is seen. The photo will default to the Tourism Regina logo,

Category: You can select multiple, or a single category. If you don't think your event fits a pre-determined category, unfortunately it likely isn't a fit for this calendar.

SUBMIT EVENT

Submit your event: Be sure to submit your event as soon as possible to get it in front of potential visitors as soon as possible