



COMMUNITY CALENDAR EVENT SUBMISSION FORM

PURPOSE

The Waterloo Community Calendar is an interactive, Web-based calendar that enables the community to post and view events of broad interest to the community. The calendar is a tool for the public to advertise and promote community events and activities.

OVERVIEW

Calendar Postings are designed to announce one-time or special events for programs, not regularly scheduled activities (i.e., church services, exercise classes, etc.). No announcements will be posted that promote a commercial interest or commercial cause.

The Community Calendar may be used to promote:

- Educational, social, cultural, or recreational events open to the general public sponsored by Waterloo-based non-profit, civic, social, charitable, fraternal or educational organizations.

The Community Calendar may not be used to promote political or commercial events.

Name of Event: _____

Date of Event: _____

Time of Event: _____

Location of Event: _____

Location Address: _____

Cost: _____

URL to purchase tickets: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Event/Organization URL: _____

Additional Details: _____

Photo: *email photo to communityrelations@waterloo.il.us*

Events could be posted in the following locations:

- Mayor's Monthly Newsletter
- Community Calendar
- Events Flyer

The City of Waterloo reserves the right to limit the number of postings from any one organization and to reject any posting 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 Waterloo.

Once you've completed this form, please submit by one of the following methods:

Email:
communityrelations@waterloo.il.us
Fax:
618.939.8988

Mail to:
City of Waterloo
100 West Fourth Street
Waterloo, IL 62298