Communications Division
Online Events Calendar Policy and Procedures
Rev. April 19, 2023

I.   STATEMENT OF PURPOSE

The City of Naperville's online events calendar is a diverse and vibrant listing of educational, informational, cultural and civic events that enrich the Naperville community, provided on the [City's website](#) in a detailed, mobile friendly format.

II.   GUIDELINES

- Calendar events must be sponsored by:
  - a registered nonprofit community group/organization;
  - a government organization/partner (i.e., Will or DuPage Counties, State of Illinois, Naperville CUSD 203 and IPSD 204, Naperville Park District, Naperville Public Library, Naper Settlement); and/or
  - a public official (not for political purposes or campaigning).
- Events must also meet at least one of the following criteria to be included:
  - occur within the City of Naperville boundaries;
  - directly benefit Naperville residents; and/or
  - be funded by a grant from the City's Special Events and Community Arts (SECA) fund.
- Fundraisers are permitted as long as they are sponsored by or benefit one of the approved groups, as noted above.
- The following events will not be included: K-12 and local college sporting events, church services, political fundraisers, birthday parties, family reunions, class reunions, camps, events sponsored by or benefiting for-profit entities, and events sponsored by individuals other than public officials.

III.   SUBMISSION PROCEDURES AND DISCLAIMERS

- Inclusion of an event on the calendar does not constitute City endorsement of the event or the topics/viewpoints discussed by participants at the event.
- 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 help changing details of an event after it is posted, please contact the Communications Division at CommunicationsDivision@naperville.il.us.
- The City of Naperville reserves the right to decline event submissions when deemed to be offensive, inappropriate, 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, grammar and clarity (see **Section IV** below for style suggestions).
- The City of Naperville reserves the right to limit the number of postings from any one organization.

IV.   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 the event submission form:
- **Title:** name of event.
- **Duration:** how long the event will last. Please DO NOT specify an end time.
- **Contact:** phone number or email address where people can contact you or the appropriate person in your organization about the event.
- **Location Name:** the place where your event will happen, e.g., a building or a park. If an event will be held virtually, please indicate that here ("virtual event") and include information on access in the description.
- **Street Address:** the street address of the location where the event is taking place.
- **Tags:** select as many tags as are applicable to the event from the checkboxes. 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 the event.
- **RSS feed:** leave this text as is.
- **Summary:** a one- or two-sentence summary of the event.
- **Web link:** leave blank.
- **Description:** full description of the event.