

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 us at info@tourismregina.com 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 Regina)

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

Title *

Paragraph B I H L U Link Image

Visual Text

Date And Time

Start Date
Start Date
8 : 00 AM

End Date
End Date
6 : 00 PM

All-day Event
 Hide Event Time
 Hide Event End Time

Notes on the time

It appears next to the event time on the Single Event Page. You can enter notes such as the timezone name in this field.

Repeating

Event Repeating

Hourly Schedule

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

Hide location

Don't show map in single event page

Event Links

More Info
eg. http://yoursite.com/your-event
More information
This link will appear on the single event page. Insert full link including https://

Event Cost

Cost

Featured Image
No file chosen

Categories *

- Arts & Culture
- Comedy
- Concerts
- Family Friendly
- Galas & Expos
- Speaking
- 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