

**Fort Collins Convention and Visitors Bureau
Community Cultural Calendar
Information and submission guidelines**

This calendar is designed to serve both the visitor to Fort Collins as well as the resident by giving the most up to date, accurate and complete information on events and entertainment in Fort Collins, paying particular attention to those events, exhibitions and displays of cultural interest. The web site is viewed by over 25,000 unique visitors monthly, and the calendar is the most requested page on the CVB web site.

The following guidelines are in place for submitting events for the calendar:

- Events need to be open to the public.
- Events must have firm dates established.
- The event organizer who posts the information is responsible for accuracy. Any changes in date, location, pricing, etc. must be updated.
- Listings must be for events that have some general public appeal. We do not have the ability to list elementary, middle or high school schedules, for example.
- Events of a political or highly sensitive nature will not qualify for submissions.
- Any event or entertainment produced by a private business may require membership in the Fort Collins Convention and Visitors Bureau.
- Activities that are primarily of a religious nature may be excluded. We do, however, encourage church flea markets, bazaars, etc., as these are of interest to the general public.
- Events must take place within or near the city limits of Fort Collins, Colorado.
- The Fort Collins Convention and Visitors Bureau retains the right to post or refuse any events.

