

Event Submission Guidelines



Heartland Lakes
Community Calendar



Event Submission Guidelines

The Heartland Lakes Community Calendar strives to serve our community by providing reliable information about interesting happenings in the Heartland Lakes area. To maintain this service, we ask that all posts adhere to these guidelines.

Content Regulation

1. Geographic Relevance: Events should occur within the scope of the Heartland Lakes community and be of interest to its residents. The Heartland Lakes has been defined as the area from Osage to Akeley and Itasca State Park to Menahga, including Park Rapids, Nevis, Dorset, and Lake George. Please refrain from posting events occurring outside of this area, even if the event organizer resides in the Heartland Lakes.
2. Community Events: All events listed on this calendar must be open to the entire community. Events may have limited seating.
3. Inclusive: We welcome and encourage events that cater to the diverse interests, cultures, and demographics within the community. The Heartland Lakes Community Calendar prohibits events that promote discrimination, hate speech, or any form of harm towards individuals or groups. Any event or language deemed sexist, racist, xenophobic, homophobic, or otherwise hateful will be removed immediately and will result in a permanent organizer ban.
4. Lawful and Safe Events: All events and all activities at the events must comply with local laws and regulations. Failure to comply with such regulations will result in immediate post removal and a permanent organizer ban. All events must adhere to safety regulations and guidelines, especially for large gatherings and gatherings where children may be present. If an event is found to violate such safety regulations or neglect attendees, the organizer and/or the venue will have all associated events removed immediately and will result in a permanent organizer and/or venue ban.

5. Lawful Organizers and Venues: All organizers and venues must comply with local laws and regulations. Failure to comply with such regulations will result in immediate post removal and a permanent organizer ban. The Heartland Lakes Community Calendar prohibits organizers and venues that promote discrimination, hate speech, or any form of harm towards individuals or groups. Any organizer or venue deemed as such will have all associated events removed immediately and will result in a permanent organizer and/or venue ban.

Posting Guidelines

1. Content Accuracy and Revisions: Please ensure event details are accurate, including date, time, and location. If changes occur, provide revisions as soon as possible to maintain correctness. Please be mindful that revisions may take 2-3 days to complete.
2. Review: All events are subject to review and alteration by Heartland Lakes Community Calendar staff. Events may be altered, edited, or removed at the discretion of Heartland Lakes Community Calendar staff.
3. Lead Time: To maintain a well-organized calendar and ensure timely promotion, we ask that events be submitted for posting at least one week prior to the event. Please be mindful that the submission process may take 2-3 days to complete.
4. Contact Information: Organizers must provide valid public contact information for questions regarding their event. The Heartland Lakes Community Calendar will not be responsible for fielding questions about events.
5. Event Post Content: Events should be named and include a description of the event, the time and date, the location, and information on the organizer. Please use Geographic Time Zones to avoid errors with imports. Recurring events may be added. Images may be included, PNG, JPG, and WebP file types preferred; please see 'Copyrighted Content' for more information. At this time, we will not be allowing comments on events.

6. Commercialization: Events may include a ticket price or be used to promote profitable endeavors. Organizers MUST include ticket prices, cover charges, etc. that attendees will be required to pay. Failure to do so may result in event removal. Repeated failure to notify the public of attendance fees may result in an organizer ban.
 7. Venues: Venue information is to be provided by the organizer, including necessary public contact information. Venues are expected to be appropriate for the event.
 8. Virtual Events: Virtual events may be listed provided that they are organized, sponsored, or otherwise closely associated with business, individuals, or other organizations in the Heartland Lakes area. Organizers MUST specify that the event is to be held virtually. Hybrid events are also allowed, provided the above and that the in-person venue is within the Heartland Lakes area or event participation is also able to be completely virtual. Hybrid events where the venue is within the Heartland Lakes area should be listed under the in-person venue address with a note on virtual access. Hybrid events where the venue is outside of the Heartland Lakes area should be listed as a virtual event with an address provided for the in-person venue.
 9. Copyrighted Content: Organizers are not permitted to use copyrighted images, media, or text in their post submissions. Heartland Lakes Community Calendar recommends Unsplash.com and Pexels.com for copyright free images and media.
 10. Categories and Tagging: Categories and tags make it easier for community members to find events of interest. All events will be included in an appropriate category and tagged with relevant tags. Organizers should specify which tags or categories would be most appropriate.
 11. Featured Events: Events may be promoted as a Featured Event. This is a paid service. Please see Featured Event Information for more details.
- *Featured Events are only available to Members and Sponsors at this time.

12. Postponements and Cancellations: Organizers should notify the Heartland Lakes Community Calendar of any events that are postponed or canceled as soon as possible. To prevent confusion, the event posting will remain on the calendar and be marked as either “Postponed” or “Canceled”.

Community Guidelines

1. Be Kind: The Heartland Lakes Community Calendar asks that all communication be respectful. Harassment of the Heartland Lakes Community Calendar, its contact methods, or its staff will not be tolerated.

2. Community Posting: All events that adhere to our guidelines may be submitted for approval. This includes all types of religious, political, commercial, and cultural events. This also includes all types of organizers, including individuals, businesses, groups, and organizations in good standing.

3. Post Approval, Editing, and Removal: The Heartland Lakes Community Calendar reserves the right to approve, edit, alter, or remove any event with or without explanation or warning.

4. Banning: The Heartland Lakes Community Calendar reserves the right to ban any individual, organization, business, group, other organizer, or venue for any reason with or without explanation or warning. Bans are to be considered permanent.

5. Feedback: We love to hear from our community. If you have comments, questions, concerns, or would like to report inaccuracies or inappropriate content, please utilize our Contact Form for fastest response.

Any violation of these guidelines may result in post removal and/or banning. By establishing and enforcing these guidelines, the Heartland Lakes Community Calendar can maintain our integrity, serve our community, and contribute positively to the community’s cohesion and vibrancy.



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