

## IN-PERSON AND VIRTUAL EVENT AND CALENDAR POLICIES AS OF NOVEMBER 1, 2020

- **You may now submit in-person *and* virtual events to the [regular Community Calendar](#) by completing [this form](#). Federation encourages you to consult and follow the [Connecticut state COVID-19 guidelines](#) when planning in-person events.**
- **Red and Orange Letter status:** You may now request Red or Orange Letter status on the regular Community Calendar for your in-person *or* virtual event. See our revised Red and Orange Letter process ([click here](#) and go to the bottom of page 1).
  - **Grandfather clause:** Events added to the Virtual Community Calendar between 3/27/20 – 10/30/20 may overlap with Red and Orange Letter events on the regular Community Calendar, but all events created after 10/30/20 must abide by the standard Red and Orange Letter status guidelines.
  - **Virtual calendar timing:** Editing access to the virtual calendar will be turned off on 10/30/20. All events will be moved from the virtual to the regular community calendar by close of business on 11/11/20. All new events should be added to the regular community calendar.
  - **Orange letter status update:** You have two weeks from the date you submit an Orange Letter request to choose one date as a Red Letter and remove the other one. If a second organization requests a Red Letter event on your Orange Letter date and more than 14 days have passed since your submission, the second organization will have priority in taking that Red Letter date. To update your Orange Letter status to Red Letter status, please email Sam at [sschoenberg@jewishhartford.org](mailto:sschoenberg@jewishhartford.org)
- **Titling Your Events:** Reminder to be clear in titling your events. For example, the title “Holocaust Educators Workshop” will receive more interest than simply “Workshop.” “Annual Meeting” is an event used by many organizations so be sure to say “JCC Annual Meeting” or “JFS Annual Meeting.”