



## How to Submit Your Events to the Community Calendar

All Jewish nonprofits, schools and synagogues are invited to submit their [Greater Hartford](#) events of interest to our Jewish community. Submissions are reviewed and approved once a week, typically on Fridays.

Please check the Community Calendar for conflicts before scheduling community wide events and programs. This helps to ensure maximum attendance at all Jewish community events.

### How to Submit Your Event

1. Go to [www.jewishhartford.org](http://www.jewishhartford.org).
2. In the blue menu bar, under Resources, click on Community Calendar.
3. Click the orange Suggest button.
4. Complete the Suggest an Event form. Items with a red asterisk are required.

Helpful hints:

- 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."
  - Be sure to enter a brief and exciting description of your event!
  - If you are not the event contact, please enter the contact information of the appropriate person. This information will appear in the public calendar listing.
  - If there is a charge for your event, check "This is a Paid Event" and enter the price and a link to register.
5. Click the Submit button. A member of the Federation marketing team reviews calendar submissions each week.

Helpful hints:

- In order to prevent "bots" from submitting calendar items, you'll see a checkbox that says "I'm not a robot." You must check the box and complete the reCAPTCHA process in order to submit your event.
  - Please click the Submit button only once. It may take a few seconds to process your request.
6. When your calendar item is approved, you will receive a confirmation email. If there are questions about your event, a member of the Federation staff will contact you.

### How to Request a Red or Orange Letter Event

**Please note:** As of February 5, 2020, Jewish holidays can no longer be Red or Orange Lettered.

**Titling your event:** Please title your Red Letter Event as follows: **RED LETTER: Event Name**, for example: RED LETTER: JFGH Annual Meeting. The same applies for Orange Letter Events: **ORANGE LETTER: JFGH Annual Meeting**.

- **Red Letter** events are those that are likely to draw more than 100 people from a broad cross-section of the Jewish community. They are posted on a first come, first served basis. **Federation will not book two Red Letter events at the same time.** If you request an event on the same day and time as another organization's Red Letter event, we will decline your submission. You are free to contact the other organization directly to negotiate new dates.



- Please be thoughtful to your fellow local organizations and try not to schedule Red Letter Events against already scheduled events when possible.
- If you would like to reserve a date as Red Letter but you have not yet finalized the day and time, you may reserve it as an **Orange Letter** event. Multiple organizations may reserve the same Orange Letter day and time, as it is only a tentative hold. You may hold up to two (2) dates for the same Orange Letter event.
- 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.
- **When you have confirmed the day and time of your event, email us immediately.** Within one (1) business day of receiving your email, we will upgrade your event to **Red Letter** and remove the Orange Letter status of any conflicting event. (The conflicting event will remain on the calendar, but we will notify the other organization as a courtesy to you.) If you no longer need to hold an Orange Letter date, please notify us so that we can release it.

To request a Red or Orange letter event, please [submit your event using the online form](#), just as you would for all other events. To make changes to your event status, then contact Samantha Schoenberg at [schoenberg@jewishhartford.org](mailto:schoenberg@jewishhartford.org).

**Questions?** Please contact Samantha Schoenberg at [schoenberg@jewishhartford.org](mailto:schoenberg@jewishhartford.org).