



The Jewish Federation OF EDMONTON

Community Calendar Policy

The Federation shall curate a Community Calendar, which is hosted on its website, and which shall be used by the Federation and other Community Organizations to plan events within the Edmonton Jewish Community so that they do not conflict unnecessarily with one another. This will give all community organizations a reference point and a means of publicizing their numerous events so that all in the community may benefit.

Ideally, when planning an event, organizations are encouraged to go to our website and fill out the event form on the website, www.edmontonjewishcommunity.org themselves, which then goes to the Program Coordinator for approval. Alternatively, if the organization has an issue with the form, they can email Program Coordinator and he or she will fill it out for them.

When planning an event, organizations are expected to refer to the Community Calendar to see if there is any conflict. When events are approved, federation staff checks to see if there is a scheduling conflict and then attempts to contact the proper people from each organization to see if it can be resolved.

We suggest all organizations check the Calendar before planning their events. If they check the calendar and want to plan an event on a day that already has an event, but know that the target audiences are not the same, or the times are not the same, etc., then they may wish to contact the other organization to see if having both events on the same day is acceptable.

All Jewish and Stat holidays are on the calendar to be helpful, and we try to put all info that we know of from the J-fed on there to be helpful. We also try to put Bar and Bat Mitzvahs and community weddings on the calendar to the extent that Federation receives notice of them.

The Program Director will check each week's J-Fed for events which need to be included on the calendar. At Federation's discretion, the Program Director, or other staff, will include them. However, the onus is really on each organization to make sure that their events are on the Calendar for everyone to see.