



How to Add Events to The GJF Community Calendar, and Have them Included in E-news

The Greensboro Jewish Federation (GJF) Community Calendar is an essential element of the Federation's commitment to promoting active engagement in Jewish life. We are proud to live in a community that offers diverse, enriching, and meaningful experiences to all who are interested. We encourage all agencies, organizations, and synagogues who are holding events with Jewish content and connections to submit them to our website calendar. Agencies and organizations from the broader community who co-sponsor these events are also invited and welcome to participate in this calendar.

Community Calendar Guidelines:

- Please check the Community Calendar before submitting your event to ensure there are no conflicts. The Federation will not approve a new submission that is scheduled at the same time as an existing event — if both events appeal to the same audience.
- Events falling between sundown Friday and sundown Saturday, or the eve of or on Holy Days are not placed on the calendar.
- It may take up to 2 business days for your requested submission to be approved.
- Submitters are responsible for the accuracy of their content.
- The Federation reserves the right to moderate, edit, or decline any submitted events.

Communal tradition and etiquette is to respect other groups' prior plans. While we urge collegial cooperation, the Greensboro Jewish Federation will not serve as a mediator between groups. It is up to each group to resolve conflicts between themselves.

GJF offers the Community Calendar as a service to the community and will not be held responsible for errors, omissions, scheduling conflicts, etc.

Adding Your Event to the Calendar:

To add your event to the Community Calendar, click on the red "Suggest an Event" button at the top right corner of the calendar.

Complete the form as thoroughly as possible including the following:

- Title
- Date & Time
- Description (including link to RSVP)
- Cost
- Organizer
- Location

To Publicize a Recurring Event:

- Post the event only on the first date
- Include in the title “(Series)”
- Mark “This Event will Repeat” and specify how often the event repeats

To Publicize an Event Series:

- Post a single event with an extended date range. This is only appropriate for continuous events (i.e., happening every single day) that lasts several days in a row.

Federation’s Weekly E-news Guidelines:

The Federation sends its weekly E-news every Thursday at approximately 10 am. It contains information on upcoming events held by the Federation, JFS and Foundation. *It also highlights community calendar events, if requested.*

To ensure that your event is included:

- Post the event on the Community Calendar, and follow up with a member of the Marketing team at the Federation by 1 p.m. on Tuesdays
- Please note that only “complete” events will be included in the weekly emails. (no tbd information)
- The Federation reserves the right to moderate, edit, or decline any submitted events.