

## Share Your Jewish Community Event on the Federation's Calendar & Weekly E-news

**The Greensboro Jewish Federation 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 meaningful experiences to all who are interested. We encourage agencies, organizations, and synagogues who are holding events with Jewish content and connections to submit them to our website 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.*

*The Federation 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 the red "Suggest an Event" button at the top right corner of the calendar and complete the submission form with all required details, including the event title, date and time, a description with an RSVP link, any cost, the organizer's name, and the event location.

#### To Post a Recurring Event:

- Post the event ONLY on the first date
- Mark "This Event will Repeat" and specify how often the event repeats

#### To Post a Multi-day Event:

- Submit one event listing with a start and end date. This option should only be used for events that take place every day over several consecutive days.

### Federation's Weekly E-news:

The Greensboro Jewish Federation sends its weekly E-news every Thursday at approximately 11 am. It contains information on upcoming events held by the Federation, Jewish Family Services and Jewish Foundation of Greensboro. ***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.