

COMMUNITY CALENDAR CLEARING GUIDELINES
Updated January 2013

The community calendar is a partnership of all the agencies, organizations and synagogues of the Calgary Jewish community and co-ordinated by the Calgary Jewish Federation.

1. The purpose of calendar clearing is to maximize the effectiveness and marketing of all our programming and fund-raising events throughout the community. It is in the interests of all agencies and organizations to coordinate scheduling, as we share a common goal. We are all in the business of building the Calgary Jewish community and supporting one another's efforts to serve our community.

When planning any event, please check the community calendar first.

2. In order to facilitate bookings, events will be color coded on the website calendar to indicate whether they are fund-raisers (green), Federation programs (blue), general events (pink), B'nai Mitzvot (gold) and agency meetings (yellow).
3. Calgary Jewish Federation serves as the clearing house for the community calendar. When bookings are received, we will endeavor to identify conflicts and notify the agencies involved. It is possible that CJF will not be aware of the magnitude or nature of an event and therefore will not recognize a conflict. Please be as thorough as possible with your event's description, contact information, and title.
4. When requesting a date for an event which already has an event listed on the calendar, please contact the other organization in advance of submitting a request, to determine if there is a conflict.
5. **It is not the responsibility of Federation to resolve the conflicts, it is up to the agencies to speak to one another and come to an amicable resolution.**
6. If your organization must book a community-wide event on a date held by another organization's meeting, it is common courtesy to advise that organization of the conflict. It is understood that sometimes these conflicts are unavoidable – a speaker or venue may only be available on one specific date. If the organization holding the date is given enough notice, perhaps their meeting can be rescheduled. Please try to make contact re: conflicts as early as possible. Please note* this is only in effect for an organization's meetings – community-wide events that were previously booked should be respected.
7. It is our goal to try to schedule fund-raising events a minimum of two weeks apart. We recognize this is not always possible, but this intention will be taken into account.

8. Agencies can book three tentative dates (t) for their events. If another group wishes to book on another organization's tentative dates, contact the agency with the tentative booking to negotiate a mutually beneficial solution. Please ensure the changes are sent to me to enter into the online calendar. It is expected that the utmost flexibility and community-mindedness will be demonstrated.
9. Tentative dates (t) must be relinquished three months prior to the date. The calendar coordinator will monitor the calendar and will ask agencies to relinquish tentative bookings. Agencies will have time to relinquish tentative dates after which they will be removed from the calendar.
10. It is understood that no fund-raising events will be held during the UJA campaign which runs from September 1 to the end of December. However, Federation will consider special requests from other agencies for December fund-raising events.
11. For the purposes of easy viewing of the online Community Calendar, telephone and mail campaigns will be entered on the first day of the campaign and the last day of the campaign.
12. Events and meetings can be held during a telephone/mail campaign but fund-raisers are discouraged during those times.

Instructions for submitting a date to the online community calendar:

1. Log onto www.jewishcalgary.org
2. Click on "Calendar" in the left navigation bar
3. Click on "Suggest an Event"
4. Fill in the blanks with your event/meeting information – Please be thorough
5. Click on "Submit"

Before you submit a date, please check the calendar to ensure there are no events which may conflict with the one you are entering. If there is a conflicting event, please contact that organization directly and work out a resolution before submitting your date.

Changing or deleting an event needs to be done through an administrator so please email me ikrygierlapides@jewishcalgary.org in these instances.

Thank you for your cooperation on this process – together we will ensure that all our worthy causes are best served.

Today!

Ilana Krygier Lapidés

Web and Calendar Coordinator
Calgary Jewish Federation

Quick Tip: All of us often book dates way in advance so that we can secure the day even if we don't know a lot of details, however, once the details are known, it's a good idea to resubmit the event (which you'd do just the same way as if you were submitting it for the first time - by clicking on 'suggest an event' in the calendar area) and include all the new details.

If there's a tiny change to be made to your event, you are welcome to send me an email with the correction, but if it's a full-blown new description, please submit it on your own.

Once I receive your new submission, I will simply replace the new one with the old and, Voila! Your event is ready for the public.