



LancasterHistory

LancasterHistory Community Calendar Guidelines

LancasterHistory maintains a community calendar of events on its website, www.lancasterhistory.org, that is available to Lancaster County-based, history-focused organizations and institutions.

The overall objective of the Community Calendar is to support the needs and interests of history-oriented organization in our region and to bring into greater focus the extraordinary opportunities for learners of all ages to experience America's past in Lancaster County.

Event submissions must:

- Be hosted by an organization that is based in Lancaster County and is focused on the history of Lancaster County, the state of Pennsylvania, or the United States of America.
 - o Exceptions may be granted to organizations who may offer a special program of historical interest despite being a different industry, or who demonstrate that their event would hold appeal to or be relevant to participants in this region.
- Be a unique occurrence that highlights a special event or happening outside of typical business offerings. Events promoting typical business offerings or that span the entire year are not allowed.
- Be open to the public to attend. Events that are for an organization's members only are not accepted.

Events that are not eligible for inclusion are store sales, job fairs, bazaars, restaurant or bar events, meetings, most fundraisers, membership events, and other events that are either exclusionary in nature or not related to history. LancasterHistory does not accept images with event listings.

Events must be submitted through LancasterHistory's online Community Calendar submission form with the following guidelines in mind:

- Only one event may be submitted per form. Should you wish to submit multiple events, multiple forms must be completed.
- Event dates must be final. Tentative dates are not accepted.
- Descriptions may only be 1,500 characters in length.
- Descriptions must be in sentence form. Events in all capital letters are not accepted.
- Events should be submitted at least one month in advance of the event occurrence to ensure adequate time for posting.

Event listings may be edited or refused at LancasterHistory's discretion. Please verify that your event is not already listed on the calendar before submitting.

Questions may be directed to Emily Miller, Director of Marketing & Communications, at emily.miller@lancasterhistory.org. To view our Privacy Policy regarding webform submissions, please visit <https://www.lancasterhistory.org/privacy-policy/>.