

Event and Festivals Website Submission Guidelines

1. **Event Eligibility:** Only events that meet the following criteria will be considered for upload:
 - Events must take place within the district.
 - Events should align with the goals of attracting visitors, providing social benefits, improving wellbeing, and delivering benefits to the local community.
2. **Event Content Guidelines:**
 - Event content must be appropriate and adhere to all legal regulations and standards.
 - Events promoting discrimination, hate speech, violence, or illegal activities will not be accepted.
 - Events should not promote any political or religious agendas.
3. **Event Information Requirements:**
 - Uploaders must provide accurate and comprehensive event details including date, time, location, description, and booking link or call to action for more information.
 - High-quality images or promotional materials related to the event should be included to enhance visibility.
4. **Review Process:**
 - All event submissions will undergo a review process by the council to ensure compliance with guidelines.
 - The council reserves the right to reject or remove any event deemed inappropriate or not aligned with the Council's values
5. **Approval Timeframe:**
 - Event organisers should submit their event details well in advance to allow for review and approval.
 - Approval or rejection notifications will be sent to the provided contact email within a reasonable timeframe.
6. **Responsibility of Organisers:**
 - Event organisers are responsible for the accuracy of the information provided.

- Organisers should promptly notify the council of any changes or cancellations to their events.

7. Reputational Risk Awareness:

- Event organisers should be mindful of the Council's reputation and aim to uphold it positively through their events.
- Events should contribute positively to the local community and economy without causing harm or controversy.

8. Promotion of Economic Benefits:

- Events that demonstrate the potential to attract visitors, boost local businesses, and enhance the district's economy will be given priority.

9. Utilisation of Media Coverage:

- Events that have the potential to garner media coverage and raise the profile of the council and the district will be favoured.

10. Feedback Mechanism:

- A feedback mechanism should be in place for event attendees to provide reviews or suggestions, which may be considered for future event uploads.

By adhering to these rules, event organisers can contribute to the promotion of vibrant and beneficial events within the district while safeguarding the reputation of the council.