

## **Criteria for submitting a Community event to the Celebrate Woking Website**

The Celebrate Woking calendar promotes local and Council community events.

To be included, events will need to:

- be non-commercial (fundraising or chargeable events may be advertised if there is a benefit to the community but the primary purpose of the event cannot be to raise funds for a commercial business or activity)
- be organised by local community groups, charities, Woking Borough Council or its partner organisations
- a free cultural or sporting event (and can be run by a business or commercial organisation)
- posted via the online form on Celebrate Woking
- be taking place in Woking Borough and relevant to people in Woking.

Events may not:

- be based on a political party/candidate
- be an event or activity that could cause offence or inconvenience to residents or adversely affect the Council's reputation
- contain an image.

Celebrate Woking reserves the right to edit, reject or remove any submission at any time, for any reason it deems reasonable. Listings on the calendar are subject to review and space restrictions, and unfortunately we can't acknowledge or include every submission. If your event is approved, please note it will only be listed until the date of your event.

### **Frequently Asked Questions**

#### **I submitted my event. What happens next?**

Our staff will review and edit your submission. If it's appropriate for our events calendar, it will go live on the site, usually within four working days. You'll receive an email notification when this happens.

#### **Why wasn't my event selected?**

More often than not, events that receive a 'rejection' email have been turned down because they were not happening in Woking, not of a cultural nature or from a purely commercial organisation.

#### **I submitted my event to your online calendar. Does that mean it will also be featured on Celebrate Woking's social media channels?**

Submissions to the calendar are not promoted by Celebrate Woking. It is the responsibility of the organiser to promote it via their own social media platforms.

#### **How do I submit a correction?**

The contact person for the original event submission will be held responsible for the accuracy of the event content. Any corrections should be emailed to: [celebratwoking@woking.gov.uk](mailto:celebratwoking@woking.gov.uk)