

# Bayfield Community Calendar Guidelines

The Pine River Library is happy to coordinate the Bayfield Community Calendar! The Calendar's purpose is to provide a one-stop-shop for residents and visitors to see all of the area's events. We ask that your event submissions meet the following guidelines:

- Only events will be listed on the calendar. Examples of acceptable events include camps, expos, community fundraisers, concerts, plays and performances, grand openings, classes, sporting events etc. Personal sales events (e.g. garage sales and direct sales) events won't be listed.
- Events must take place in the 81122 area code.
- Events must be open to the general public, i.e. everyone is invited!
- Events must be non-partisan.
- All entries should be submitted no less than 10 business days prior to the date of the event to allow time for review and ensure posting to the Community Calendar.
- All entries must be submitted by the event organizer, and contact information for that person must be included.
- If an event is canceled or if there are changes, you are responsible for emailing the changes/updates to [darcy@prlibrary.org](mailto:darcy@prlibrary.org)

NOTE: All submissions will be reviewed and approved by a library staff before appearing on the calendar. Pine River Library reserves the right to edit submissions. We will not, however, check the details of the event and do not take responsibility for inaccurate information. Please contact [darcy@prlibrary.org](mailto:darcy@prlibrary.org) if you notice inaccurate information in event listings.