

Community Calendar Guidelines

The Fairmont Area Community Calendar purpose is to provide a one-stop-shop for residents and visitors to see all of the area's events, a forecast for businesses' staff needs, and a planning tool when scheduling your own event. An event, according to Webster's Dictionary, is something (especially something important or notable) that happens, a planned occasion or activity (such as a social gathering), and any one of the contests in a sports program. Listed below are guidelines to help you when submitting events to the community calendar.

1. Events should be all inclusive, that is, everyone is invited!
2. Examples of events that don't qualify for publication:
 - a. Funerals
 - b. Personal sales
 - c. Family reunions
 - d. Weddings
 - e. Showers
 - f. Anniversaries
3. Acceptable events include:
 - a. Sporting events
 - b. School/Community Fundraisers
 - c. City-wide garage sales
 - d. Live entertainment
 - e. Drink/food specials
4. Bars and restaurants can schedule one drink/food special per day
5. When scheduling, first identify group/club/business, then title of activity.
 - a. For example: Fairmont City Council-Meeting
6. Add contact information for those who might have questions about your event.
7. Any attachments concerning your events please send to: info@FairmontAreaCalendar.com (attachments being flyers, advertisements, etc.).
8. If an event is cancelled or if there are changes, YOU are responsible for e-mailing info@FairmontAreaCalendar.com the changes/updates.

Requestors are trained and will receive approval within 3 working days. Contact Kris at Community Education and Recreation, 235-3141, to be trained as a requestor for your organization or agency.

Administration of the Community Calendar is handled by Community Education and Recreation. A Community Calendar Advisory Committee, which includes representatives from the City of Fairmont, Fairmont Area Schools, Fairmont Community Education and Recreation, Fairmont Convention and Visitors Bureau, Fairmont Area Chamber of Commerce, and Martin County, will address issues and concerns that arise.