

# Community Calendar Listing Guidelines – Mitchell Area

## Required Information

- Name of event
- Exact date(s) of the event
- Specific location of event
- Contact name, phone number, and address
- Handicap accessibility

## Optional Information

- Admission information
- Website
- Email address

## Events eligible for consideration (Must be Open to the Public)

Air shows	Circuses	Hot air balloon events
Animal shows	Conventions & Seminars	Parades
Antique/collections/quilt shows	Cook-off championships	Pictures (with Santa, Easter Bunny)
Major Athletic events/Tournaments	Craft shows/demonstrations	Monster truck shows
Art shows	Crazy Days	Music/Dance festivals
Automobile/motorcycle shows	Exhibitions/Expositions	Races (auto, motorcycle, snowmobile, horse, bike, marathon, foot)
Banquets	Fairs/Festivals	Rodeos
Boat, sport and camping shows	Farmers Markets	Skiing and Snowmobiling events
Carnivals	Flower/garden shows	Stage performances
Celebrations (ethnic, holiday, town)	Food/wine tasting	Tractor Pull contests
Centennial-type events	Gem and mineral shows	Wacipis (powwows)
Children's events	Gun and knife shows	
Church activities	Home shows/tours	

## Events not eligible for consideration

Farm or household auctions	Reunions	Grade/Middle/High School sporting events (unless a district, region or state tournament)
Business/Services Sales	Rummage/Garage Sales	
Members-only events	Blood Drives	
Classes	Raffles	

## The reasons why an event may not be listed are:

- The required information was not given.
- Information was received after the deadline or publishing date.
- Information was illegible.
- The event was not held within the 45 mile trade area of Mitchell.
- The event falls under the "Events not eligible for consideration" categories.

**Note:** The Chamber of Commerce and CVB reserves the right to edit submissions for grammar, style, accuracy and content. We determine the suitability of all submissions and offer no guarantee of inclusion.

**Deadline:** Entries are due to the Chamber office by the 19<sup>th</sup> of the month at Noon to be considered for the next edition of the ChamberView Newsletter. (This is a bi-monthly calendar, unless there is room for 3 months)

