

EVENT SUBMISSION GUIDELINES



**OUR CALENDAR OF EVENTS IS OFFERED TO KEEP POTENTIAL VISITORS
AND LOCALS AWARE OF ALL CLAY COUNTY, FL HAS TO OFFER.
THIS CALENDAR ONLY LISTS CLAY COUNTY, FL EVENTS.**

It is intended to promote our tourism and hospitality industry, and to help plan trips and increase economic impact resulting from those trips. We work to present a positive image of Clay County, FL and showcase the events in Clay County, FL, with a focus on promoting local businesses.

WHEN SUBMITTING TO THIS CALENDAR, KEEP IN MIND:

- Events should showcase hospitality, history, culture, cuisine, sports, concerts, theater, museum exhibitions, seasonal events and festivals in Clay County, FL.
- Events must be open to the public, free, or ticketed.
- Note: Your event will not automatically be added to the calendar once you click "Submit Event." It will first go through an approval process, which could take up to 3 business days, to make sure it is appropriate for our listings and that it contains all the information needed.

BEFORE SUBMITTING YOUR EVENT, PLEASE VERIFY THAT IT IS NOT ALREADY LISTED ON THE CALENDAR.

- Event dates, times, and location must be final, but if things were to change, we can make updates. Simply email us.
- Descriptions should be in sentence form (DO NOT USE ALL CAPS). Please double-check your content for accuracy before submitting.
- Descriptions are restricted to the event itself and should not include time, costs, dates, phone numbers, etc., as there are separate areas on the submission form to include such information.
- Include a high-quality photo in landscape orientation and refrain from using logos or flyers. Please do not submit images smaller than 1280x853 or larger than 1MB. Your event will not be approved unless we have an acceptable photo.
- In submitting photography, you are certifying you have rights to that image and you are allowing us the rights to use the photography for the purposes of promoting Clay County, FL as a destination in promotional or marketing efforts.
- Events should be submitted at least two weeks in advance of the event occurrence to ensure adequate notice to the public.
- No listing will be approved which promotes nudity, drunkenness, lewd or illegal behavior or activities.
- Explore Clay reserves the right to edit descriptions and is not responsible for errors submitted via the form.
- Explore Clay reserves the right to accept or reject a submitted event for any reason.



EVENT SUBMISSION GUIDELINES



YOUR EVENT IS NOT LIKELY TO BE APPROVED IF:

- Fundraisers with no visitor appeal
- Target audience and/or expected event attendees is primarily within a 50-mile radius of Clay County, FL (Ex. Neighborhood garage sales or craft fairs intended only for local residents.)
- Religious ceremonies and functions
- Dining Specials (Except for certain holidays including Mother's Day, Father's Day, Thanksgiving, Christmas, New Years, and others)
- Retail In-Store Sale Events, Promotions, or Classes
- "Grand Opening" of a business
- Happy Hours
- Networking Events or club meetings
- Pet Adoptions
- Open Houses and most anything else related to real estate rental or sales efforts
- Seasonal camps (summer, spring break, holiday, etc.)

