

# **City of Sierra Madre**

## **Community Event Calendar Policy**

### **Purpose**

The City of Sierra Madre Community Events Calendar serves as a resource for residents to learn about local events and activities. The calendar includes events submitted by community organizations, nonprofits, schools, service groups, government agencies, and local businesses for informational purposes. Listing an event on the calendar does not constitute sponsorship or endorsement by the City of Sierra Madre.

### **Event Eligibility**

Events may be posted on the Community Events Calendar if they:

- Take place within Sierra Madre or directly serve the Sierra Madre community
- Are open to the general public
- Are hosted by nonprofits, schools, community groups, service organizations, government agencies, or local businesses
- Promote civic, cultural, educational, recreational, or community activities
- Include informational meetings or community forums hosted by government agencies or elected officials, provided they are not campaign-related
- Include large neighborhood or community yard sales involving multiple households

### **Events That May Not Be Posted**

The City may decline events that:

- Are private or invitation-only
- Are advertisements or promotions that do not involve a public event
- Occur outside Sierra Madre and do not serve the Sierra Madre community
- Are political campaign events, rallies, or fundraisers
- Advocate for or against a political candidate or ballot measure
- Include illegal, discriminatory, or inappropriate content
- Are individual garage sales, estate sales, or small private yard sales

### **Submission and Review**

All event submissions are reviewed prior to posting to ensure they meet Community Calendar guidelines. The City may edit event descriptions for clarity, length, or formatting. Submission of an event does not guarantee placement on the calendar.

### **Disclaimer**

The City of Sierra Madre reserves the right to approve, decline, edit, or remove event listings at its discretion. Event organizers are responsible for the accuracy of submitted information. The Community Events Calendar is provided as a public service and events listed are not sponsored or endorsed by the City.