

# Calendar Submission Guidelines

The Family Fun Twin Cities calendar is a curated calendar. We reserve the right to decide what events are appropriate for inclusion. Our goal, in keeping with FFTC's mission, is to provide families with the best options for affordable and fun activities to do together.

By observing the usage by our readers and reviewing analytics, we have created the following guidelines to help us decide which calendar entries will best serve families:

1. Affordable. Our goal is to have mostly free and low cost events on this calendar. A good guideline is \$7/pp. We will rarely share something on the calendar that costs over \$10/pp. While these events interest our readers, they require more time to plan than the calendar affords. For events outside of this guideline, contact Gianna, and she can help you decide how to best share your event with our readers.
2. Family Friendly. We require calendar entries to be events for the whole family. Drop off events and adult-only events don't fit our mission. If you want to share these events with our readers, contact Gianna for our advertising packages.
3. Simple. While we do share events that require registration, our readers may see your event too late to sign up. Contact Gianna if you would like to discuss other ways to share an event that requires pre-registration or tickets.
4. One-Time Commitment. This calendar is also not the place to share events that require a long-term commitment. However, we will share free preview classes as long as they fit our other parameters.
5. We do not include events that are purely shopping events. We will share events, at our own discretion, if they include elements of family fun - such as crafts for kids, storytimes, or educational elements. We reserve the right to make the final call on these events based on our own experience as parents who have shopped with children.
6. We do not include sporting events, such as races, that require some element of training to prepare. We do have a separate page for these events. Feel free to send them, if appropriately family friendly, we'll get them in the right place.
7. If an event centers around alcohol, gambling or other adult-oriented activities, we ask that you sell the "family-friendly" to us - so we can pass that information on to our readers. "Kids allowed" does not necessarily equal "family-friendly". Remember kids are crazy, unpredictable, curious and energetic. Family-friendly means that is okay.

While we do everything we can to get all appropriate events on our calendar, sometimes, even when an event fits all our parameters, we are not able to get to it on time. Early requests that provide all the pertinent information help us out. Necessary information includes: Event Title, Date, Start and End Times, and an Address. Links are helpful, but if we have to dig for the information on websites or Facebook, the event often drops to the bottom of our to-do list.



