

## **Community Calendar Terms & Conditions For Business & Community Engagement Events**

*Last Updated: 5/16/2025*

The **Visit Milwaukee Community Calendar** is a free resource designed to promote events that foster professional growth, civic involvement and community connection in the greater Milwaukee area. By submitting an event, you agree to the following terms and conditions:

### **Eligibility for Submission**

The Community Calendar accepts events that fall within one or more of the following categories:

- Networking events and professional mixers
- Open houses and business showcases
- Civic engagement and public advocacy events
- Nonprofit fundraisers and benefit events
- Job fairs and career development opportunities
- Educational workshops and professional development seminars
- Speaker series, panels, and thought leadership events
- Social impact and nonprofit sector programming

### **General Guidelines**

1. **Location:** Events must take place within the City of Milwaukee, greater Milwaukee or M7 region.
2. **Relevance:** Events must align with Visit Milwaukee's mission of promoting regional connection, business development and civic engagement.
3. **Tone & Content:** Submissions must maintain a professional and inclusive tone. Events that contain discriminatory, political campaign-focused or inappropriate content will not be approved.
4. **Timeliness:** Events should be submitted at least **two (1) weeks prior** to the event date for the best promotion possible to our audiences.
5. **Frequency:** Recurring events must clearly define the schedule (e.g., "First Monday of each month").

### **What Will Not Be Accepted**

- Purely private or members-only events
- Retail sales or product promotions not tied to a larger community or networking purpose
- Giveaways
- Camps
- Religious services or faith-based ceremonies
- Politically partisan campaign events or candidate fundraisers
- Events unrelated to professional, civic or nonprofit engagement

### **Submission Approval**

All submitted events are subject to review by Visit Milwaukee staff. We reserve the right to:

- Edit submissions for clarity grammar, and consistency
- Decline any event that does not meet the criteria above
- Remove events without notice if they are found to violate these terms or are canceled without update
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### **Responsibility & Accuracy**

By submitting an event, you certify that:

- All event information is accurate and up to date
- You have the authority or permission to submit the event on behalf of the host organization
- You agree to update or notify Visit Milwaukee if the event is canceled or significantly changed

### **Contact & Support**

If you have questions about your submission or need to update an existing listing, please contact:

**Cammon@milwaukee.org.**