



GUIDELINES

These guidelines apply to all visitors and contributors to the University of Georgia Master Calendar (calendar.uga.edu).

- **Events submitted to the Master Calendar should be of general interest to the entire university community. Events with a narrow audience will be considered for inclusion at the discretion of the Master Calendar staff.**
- **The Master Calendar only displays events sponsored by an officially recognized University of Georgia organization or events held on one of its campuses.**
- **All submitted events must be organized, hosted or sponsored by a campus organization, group, office, department, school, college or unit.**
- **All events on the Master Calendar are considered free and open to the public unless the event listing states a price.**
- **If an event is canceled, the Master Calendar staff must be notified as soon as possible so the event information can be updated. If a ticketed event becomes sold out, contributors also should contact the Master Calendar staff as soon as possible.**
- **Social events or get-togethers that do not have a formal program or speaker will not be posted to the Master Calendar. Events without a physical location also are not allowed.**
- **The only online events allowed on the Master Calendar are campuswide Enterprise Information Technology Services occurrences.**
- **Mentions of alcohol and alcoholic beverages (including happy or cocktail hours) are forbidden on the Master Calendar. Any exceptions are at the discretion of the Master Calendar staff.**
- **Due to the volume of calendar submissions, weekly meetings are not allowed. However, the first meeting of each semester may be submitted for posting, as may meetings with a speaker of such significance that a wide audience would be interested in attending.**
- **Events will not be posted unless all required information is provided. Calendar staff members will follow up with the listed event contact when possible to fill in missing information.**
- **Event submissions will be moderated for appropriateness and edited for content, consistency and Associated Press news style before posting.**
- **Contributors are solely responsible for the information in their submissions. Calendar staff members will check for accuracy, but operate under the assumption that no false or inappropriate information is submitted.**
- **Fliers or event invitations with text and clipart graphics may not be used as photos for events. Also, photos should not exceed 800 x 800 pixels due to system limitations.**
- **Events are updated only to correct factual errors or reflect changes in programming. To correct an error or update programming, email calendar@uga.edu with the event's name, date and specific information needing to be updated.**