**Wyndham City’s What’s on Calendar Guidelines**

Wyndham’s What’s on Calendar is a free opportunity to promote events & activities that are run throughout Wyndham.

The calendar is accessible in four ways:

1. **Online**
* Via Wyndham City’s websites ([www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au)) & ([www.experiencewyndham.com.au](http://www.experiencewyndham.com.au))
1. **Automatic Electronic Copy**
* Residents and visitors can subscribe to *What’s On eNewsletter* and receive a monthly email.

 **3. Printed copy**

* Copies of the What’s On Calendar are available at the Werribee Visitor Information Centre, Wyndham Civic Centre Reception, Werribee Plaza Information Desk, Community Centres and Libraries.
1. **Facebook**
* Some events will also be published through Wyndham City’s Facebook page [Experience Wyndham](https://www.facebook.com/experiencewyndham).

**Guidelines**

For events to be listed in the What’s On Calendar the following guidelines apply:

* The event takes place within the Wyndham municipal boundaries
* The primary purpose of the event is to draw an audience or attendance from the community and / or visitors
* The date and location of the event must be publicly accessible
* Contact details must be provided so the general public can obtain additional information if required
* Events should be inclusive and embrace diversity
* Event details provided for the *What’s On in Wyndham* calendar must be up to date and accurate. Wyndham City does not accept responsibility for incorrect or out of date information, and reserves the right to remove any event/s displaying out of date or incorrect information
* Wyndham City assumes, in displaying the event details in the *What’s on Calendar*, that operators have appropriate public liability cover and all other appropriate legal support for their event
* If you event has been fully booked, you must notify Communications at Wyndham City asap so information can be altered on your event page.

Examples:

***Accepted***

* Local fetes and similar community run events
* Regular community arts, crafts and produce markets
* Exhibitions from art galleries and museums
* Sporting events
* Monthly markets

 ***Not accepted***

* Private events ie: garage sales
* Commercial events that have no broader purpose beyond a sale, marketing or branding exercise
* Weekly or monthly events without a changing performer or substantial change to the format.
* Mainstream courses and tuition.

**Other policies and conditions**

* Wyndham City has a policy of being non-preferred in our referral of products and services
* Events & activities will be placed in the What’s On calendar at the discretion of Wyndham CityCouncil.
* Wyndham City reserves the right to remove any events from the calendar at any time.

**Getting the most out of the Experience Wyndham Events Calendar**

**Provide accurate event details using this template**

* Event Name
* Summary of Event
* Description of your event
* Image (needs to be at least 640pixel by 480pixel)
* Date and times for the event
* Full address & location where event is being held
* Type of event
* Age group
* Event Organiser
* Contact details including phone number, email & web address
* Any costs to attend the event

(Please be aware that event contact details will be listed in the event calendar for people to obtain additional information about your event).

 **Event details submitted on time**

Wyndham City’s will endeavour to have your event details loaded on the *What’s on Calendar* webpage within 7 working days.

**Changing event details**

At all times it remains the responsibility of the event organiser to ensure Wyndham City’s Communications Unit have been provided with the most up to date information about their event. Changes to event information are to be provided to **in writing** via the email below.

If you require further information or assistance or to supply your event details please contact:
In person: Wyndham Civic Centre, 45 Princes Highway, Werribee
Via Phone: 9742 0777
Via email: electronic.communications@wyndham.vic.gov.au