

## GLENDALE ARTS CALENDAR REQUIREMENTS AND GUIDELINES

### A. OVERVIEW

The Glendale Arts Calendar is intended to be a centralized place for art and cultural events in the City of Glendale and is the primary way that the Glendale Art and Culture Commission provides visibility for arts and culture organizations based in Glendale. Organizations that are listed on the Glendale Arts and Culture List have the ability to post events\*\* to the Glendale Arts Calendar. All events posted to the Arts Calendar must meet the guidelines below and will be approved by Library, Arts & Culture (LAC) Staff before posting live onto the Arts Calendar.

### B. EVENT REQUIREMENTS

An event posted on the Glendale Arts Calendar must be (1) arts and culture-based and (2) open and accessible to the general public. Admission, entrance, access, use, or other fees or costs associated with the event (e.g., Ticket fees, purchasing of artwork, fundraising benefits, etc.) will be set at the discretion of the Host Organization. The City of Glendale is not responsible for the determination of fees or costs associated with attending and/or participating in any event. Host Organizers must be [named] [identified] on the approved Arts and Culture Organizations List located on the Commission's website

([www.https://glendaleartsandculture.org/artsandcultureorganizations](https://glendaleartsandculture.org/artsandcultureorganizations)).

The event must be hosted in the City of Glendale, CA. The following events cannot be posted to the Arts Calendar: Audition Notices, Medical, Health, or Social Services or Activities, Religious Services or Activities, Political Activities, Sales, auctions, liquidations, or give-a-ways of goods, merchandise, products, or services that do not pertain or relate to, arise from, promote, or provide visibility for arts and culture, Employment, Networking, or Recruitment Activities, Food and Drink special events, Adult Entertainment, Classes, Recitals, and Amateur performances.

### C. EVENT POSTING GUIDELINES

Below is a list of guidelines for how to post an event to the Arts Calendar:

1. The host organization is listed on the Arts and Culture List;
2. The event meets the requirements for posting on the Art Calendar;
3. The event must include a minimum of:
  - a) Date and time;
  - b) One (1) image;
  - c) Venue location (both at the top and bottom of the form);
  - d) Organizer name;
  - e) Organizer contact information (only list the organizer name where prompted in the form. Do not include the organizer name in the title of the event); and
  - f) Event description (the more information provided the better).
  - g) The event must be submitted a minimum of two weeks before the event.

Please make sure to fill out an event form including the aforementioned items on the Arts and Culture Commission's website at:

<https://www.glendaleartsandculture.org/artscalendar>

LAC Staff approves submissions once a week on Wednesdays. If the event is not approved, Staff will inform the organizer. For more information, please email [artsandculture@glendaleca.gov](mailto:artsandculture@glendaleca.gov)

*\*\* The City deems its acceptance, placement, and posting of an event on the City-owned and operated website as an expression of government speech. The accepted placement and posting of an event is meant to convey, and has the effect of conveying, a government message, and is not for the purpose of providing a forum (whether public forum, designated public forum, limited public forum, or other type of forum) for private speech.*