



“DARIEN CHAMBER COMMUNITY CALENDAR”

A DIGITAL CALENDAR FEATURED ON THE DCC WEBSITE

Guidelines for posting an event on the DCC Community Calendar.

The DCC Community Calendar is available to promote Darien Chamber member and/or Darien non-profit organization (located in the town of Darien) sponsored events.

- There is no charge to Darien Chamber members (a member benefit) or charge to Darien non-profits.
- A non-Darien Chamber member may submit an event for promotion on the calendar for a fee of \$50. (It must be approved first by the DCC office.)
- All submissions will be approved for posting by the Darien Chamber. Once approved, the event will go live. An event must be submitted two (2) weeks in advance of the actual event date. Please allow three (3) business days for approval. The non-Darien Chamber member fee for posting must also be paid in advance after approval is received.
- Each submission must have a title that includes “at the ____” organization or business. Ex....”Spring fundraiser book show at Darien Library” or “Learn Hands Only CPR at Post 53”. Submissions should be in upper and lower case format.
- All submissions must have the required information filled in correctly. The DCC is not responsible for any inaccuracies in the event information.
- Submissions should have “public” box checked under Event Categories in the options.

These guidelines are subject to change at the discretion of the Darien Chamber of Commerce. Date of implementation: 8/12/19