



TOWN OF ORLEANS

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<http://www.town.orleans.ma.us>

SELECT BOARD

TOWN
MANAGER

COMMUNITY CALENDAR SUBMISSIONS

Community groups, nonprofits, and businesses are encouraged to submit events that take place within the Town of Orleans, regardless of whether the host organization is based in Orleans.

ELIGIBLE EVENTS

- To be included on the calendar, events must:
- Be open to the public (free or ticketed)
- Take place within the geographic boundaries of Orleans
- Be hosted or sponsored by a business, nonprofit, or community group
- Offer opportunities in the interest of the public to the community

Examples of eligible events include:

- Arts and cultural programming
- Educational talks or workshops
- Seasonal festivals and public celebrations
- Fundraisers and awareness events
- Wellness or fitness classes
- Community events hosted by local businesses

INELIGIBLE EVENTS

To maintain the community-focused nature of the calendar, the following types of events will not be accepted:

- Religious services or faith-based events such as worship services, prayer groups, or scripture study. Events held by religious institutions that are clearly open to the broader public and non-denominational in nature (e.g., public concerts, community dinners, or service events) may be considered.
- Political campaign events
- Private meetings or events not open to the public
- Commercial sales promotions (e.g., "50% off" sales, product launches)
- Recurring internal meetings (e.g., board meetings, club meetings not open to the public)

All event submissions are subject to review and approval by Town staff. Events will be evaluated based on their timeliness, relevance, and of public interest to the community. While the calendar is intended to feature events occurring within the Town of Orleans, submissions from organizations based outside of town may be considered if the event takes place in Orleans.

The Town reserves the right to limit excessive postings from a single organization, and to decline or remove any submission deemed offensive, inappropriate, promotional in nature, not in the public interest, or in conflict with these guidelines. Inclusion on the calendar is not guaranteed. The Town reserves the right to modify or amend this policy at its sole discretion at any time.

Adopted: June 25, 2025