

Guidelines for Submitting Events to the Dutchess History Community Calendar

September 2015

All submissions should follow this format:

When: date and time of your event

Where: location of your event to include a street address that GPS will recognize. If you are in doubt about the address, consult google maps or mapquest

Description: What will be happening at your event. Attempt to focus on what makes your event interesting and unusual in your first sentence. If it is a lecture, for example, that focuses on a specific topic, begin by asking the question that the lecture answers. If you have a participatory program where the public will have an opportunity to do something unusual, lead with a description of that activity.

It is also helpful to identify your audience if your program has a specific focus. If, for example, you are providing children's programming, note that in the description. If your program is geared towards wine connoisseurs, note that.

Event Contact: You should have a phone number, email address, or website (preferably all three) where interested members of the public can reach your organization with any further questions they may have.

Events without an event contact noted cannot be posted.

The community calendar is located on the Dutchess County Department of History's landing page at dutchessny.gov/history.

If you have any questions, please contact Dutchess County Historian Will Tatum at wtatum@dutchessny.gov

Thank you for supporting Dutchess County History!