

Calendar of Events Posting Criteria

www.paevents.ca

Purpose:

To provide a useful and reliable calendar of events that primarily helps the community at large (organizations) plan arts, culture, sport & recreation events to assist to avoid duplication and/or competing events; and, secondarily, promotes community arts, culture, sports and recreation events to residents and tourists.

What are the Intended Results?

- Increase in collaboration and support among organizations and in the community at large.
- Avoid scheduling events that compete for the same group of spectators, participants, hotel space, etc. (i.e. sports tournaments, fundraisers, fun runs, sporting events, cultural events)
- Increase in economic development/spinoff due to less competing events (i.e. More tickets sold, more consistently booked hotels and busier restaurants)
- Increase in community and tourist participation at events by having a reliable, one-stop location to highlight what is going on in the City

Notes for event organizers:

The calendar will be updated **ONLY** as events are submitted by organizers. Do not assume your event will be posted because it is annual or well-known.

A submission form should be completed for each of the events you would like posted.

The City of Prince Albert will promote the purpose and intent of the calendar to ensure it is widely used and so that its intent is understood.

Events should be submitted as soon as scheduled; at least a month in advance is preferable. Events will be accepted a year or more in advance if they are scheduled.

Events should be posted on the business/organization's website and/social media pages to ensure consistent coverage.

Categories:

General Requirements:

- All events must be open to the general public.
- With the exception of conferences and conventions in the business category, events held for single interest groups are not permitted.
- Events that promote any religious organization; multi-faith or inter-faith events will be considered on an individual basis.

Events permitted on the calendar should fall into one of the following five categories:

Categories will be labeled and color-coded in the visual monthly calendar.

Annual/Special Events

- Our city's major annual and special events such as Street Fair, Exhibition, Pow-Wow, Winter Festival, Lobster fest and one-time special events (i.e. Canada 150 Voyageur Canoe Race)
- Typically these would be large-scale events that attract a large audience

Sport Tournaments and Events

- This would include tournaments or events that are regional, provincial or national in scope
- Does include community runs/walks that promote physical activity and support a cause.

Arts/Culture

- Any event that includes an artistic or cultural element that is open to the general public. Examples include theatre, concerts, E.A. Rawlinson shows, dance festivals, comedy nights, culinary events, dueling pianos, improve nights, live bands, jazz nights.
- Events that support the goals outlined in the Prince Albert Municipal Cultural Action Plan.

Business Events

- Events typically driven by the business community that are open to the public.
- Includes conferences, tradeshow, open houses, luncheons and speakers

City Council Meetings and City Led Initiatives

- This includes initiatives driven by the City that are open to the public
- This includes City Council meetings, Pitch In (Clean Up) Week, Public Engagements, etc.

What Can NOT Be Included:

- Events **CAN NOT** include regular programming including local hockey or dance classes/camps, Fitness Classes, pottery classes, open gym, suppers, etc.
- Health education or clinics
- Regularly scheduled organization meetings
- Does not include fundraisers unless they fall within one of the approved categories as defined
- Does not include local sport tournaments between in-city teams

What if an event does not meet the criteria?

If there is an event that does not fit within the scope of these criteria, there are other options open to them including the PaNow event calendar.