



Guidelines for Community Calendar

The Olathe Chamber of Commerce is pleased to offer and maintain a calendar of community events. The breadth and depth of activities is a testament to the vibrancy of our community and all it has to offer to residents, those in the greater Kansas City metropolitan region and visitors. We offer the following guidelines to assist in your submissions. Please note that the first criteria to be listed is membership in the Olathe Chamber. Contact us at 913-764-1050 or access the “join now” button on the top navigation for membership information. If your listing does not meet the stated criteria, we do offer other opportunities to promote your activities such as advertising in our digital communications. Contact Susie Carson at scarson@olathe.org for additional information on advertising opportunities.

1. The Olathe Chamber of Commerce reserves the right to accept or decline any calendar submission. Generally, the Chamber will be guided in its decisions by the guidelines that follow.
2. The event must be sponsored by a legally recognized non-profit organization (IRS Section 501(c)3 who is a current member in good standing; or the Olathe Chamber of Commerce; or the City of Olathe. If the event is sponsored by a business and proceeds go to a non-profit, the Chamber MAY or MAY NOT accept the entry. The event must be primarily a fund-raiser and not a sales or marketing endeavor. Sales and/or company promotions will not be listed on the community calendar.
3. The Chamber calendar is equal opportunity and non-discriminating. Events are considered without regard to the race, color, age, sex, religion, national origin, disability, handicap, marital status, or veteran’s status of sponsoring organizations/members.
4. The event must be in or near the City of Olathe, as opposed to events held in Kansas City or Overland Park or Blue Springs, for example. An exception may be made for events outside of Olathe if they are sponsored by a Chamber member non-profit organization.
5. To avoid being overwhelmed by submittals, the Chamber will accept only events that are occasional by nature, not ongoing weekly or monthly events that are submitted with the expectation of continual listings. To ensure that an organization’s most important events are given maximum consideration, organizations are limited to listing two events per month.
6. To be listed on the community calendar, the event must be open to the public. Aside from its own events, the Chamber will not ordinarily publish meetings or events for limited groups.
7. In the interest of space, the Chamber reserves the right to limit the amount of information provided on the community calendar for any event.

8. The Chamber reserves the right to limit the type of event accepted on the community calendar to those that it deems to be in good taste and in keeping with the standards of the community and the mission of the Chamber.
9. The Chamber does not endorse political candidates. Consequently, it will not list on its community calendar those events sponsored solely to promote a particular candidate or candidates or events with the primary purpose of campaigning. Non-campaign events for current elected officials may be published. As for events designed to advance one or another side of a political issue, the Chamber will promote only those events supported in its Legislative Platform, which is approved by the Chamber's Board of Directors. Upon request, Chamber staff can submit exceptions to the Board of Directors for approval.
10. The Chamber publishes calendar listings in good faith, but the submitting sponsor of the event will be responsible for checking the correctness of the entry; the Chamber is not responsible for errors or any losses/inconvenience resulting from errors.

Alternatives to promoting member event on Chamber's Community Calendar

If member events do not satisfy these criteria and thus cannot be placed on the Olathe Community Calendar, specifically if the member event is out-of-town, we encourage the member to publicize their event through the Chamber in these ways:

If you are a nonprofit, you can:

1. Attend a Chamber coffee (every Thursday at 9:00 a.m.) and make an announcement or distribute flyers and network with other attendees.
2. Supply Chamber staff with flyers so that your promotions can be distributed at Chamber committee meetings, other gatherings.

Whether you are a nonprofit or not, you can:

1. Place an advertisement for a modest fee in the weekly Chamber e-newsletter.
2. Purchase the Chamber mailing list on labels and conduct a self-mailed promotion.