

Policies and Procedures for Postings

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The mission of the Community Arts Council {CAC} is to serve as a central body to promote, develop, stimulate, and encourage arts organizations, artists, and arts participation in Kankakee County. The CAC of Kankakee County accomplishes this purpose by building awareness of the arts and by promoting participation within the community for the arts and cultures of the Kankakee area.

Following are the policies and procedures for submitting events to be published on the CAC website, calendar, newsletters, facebook pages and all media.

- At this time, only active CAC members may post their events. Please review membership application for information on membership fees {<http://www.communityartscouncil.org/membership-information/>}. CAC fiscal year is June 1 - May 31.
- An active CAC member hosting an event may post their event
- By submitting your work for posting, you confirm that you are the originator of the material
- Recurring annual events can be submitted
- Events submitted for review and approval on the CAC sites must be open to the public. These events include, but are not limited to: festivals, concerts, theatre presentations, dance, art classes, cultural activities with ongoing programs such as museums and art galleries, member business meetings, educational workshops and CAC member fundraisers.
- Submission forms must be filled out and submitted at least two weeks prior to the event, including description of event and contact information. Forms with blank entry fields or no description will not be processed for posting. Please also provide a link to your facebook page, website or both. You may also submit a flyer/poster.
- The CAC reserves the right to edit and publish event submissions at their discretion and to utilize submissions for other publications.
- All events submitted will be approved or denied by CAC staff within 72 hours.