

# Community Calendar Guidelines

## For 4CNC-TV

4CNC-TV maintains a desire to provide non-profit organizations with opportunities to promote community events and messages.

The on-air Community Calendar is the means to promote a specific event.

### **Community Calendar Submissions:**

\* Preference will be given to Central Carolina Community college events/classes and programs.

- Events should be open to the general public and residents of the 4CNC-TV viewing area. (if it is an event for college students or faculty only, it should be noted in all caps at the top of the announcement)
- Listings must include date, time and location with a street address for the event location.
- Listings must include a contact phone number, or email address.
- Listings must include price or ticket information even if it is a "free" event.
- Charitable events and/or free events are welcome.
- Events for non-profit organizations are welcome. For-profit venues will not be promoted by name on the calendar.
- Community sales held for charity are welcome. Private and or/commercial yard sales are not accepted.
- Class and Military reunions are welcome. Private family reunions are not accepted.
- Special church and /or religious events, regular services, or classes are not accepted.

Please send your Community Calendar submission to [4cnc@cccc.edu](mailto:4cnc@cccc.edu)

All submitted events are subject to review by 4CNC-TV and the station has the right to refuse an event without explanation.