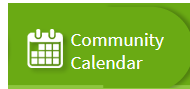


ADDING AN EVENT TO THE COMMUNITY CALENDAR

- Go to <https://explorehutchinson.com/>
- Click on Community Calendar in the top menu
- Click on Submit new event in the grey menu bar on the Community Calendar page



Events Calendar Hot Deals

Search for Event by:

« Change Dates »

M/d/yyyy M/d/yyyy

Narrow search by:

Results Found: 88 [View Full Calendar](#)

Sort by: A-Z Date

[Submit New Event](#)

RSS Feed Print

- Fill in detailed event information and hit Submit for Approval at the bottom of the page.
- After your event has been submitted, we will review and approve the event and it will appear on the Community Calendar.

MARQUEE INFORMATION

- Each Monday, we review the events listed in the Community Calendar and update the marquee – your event must be listed in the Community Calendar if you wish for it to appear on the marquee. If an event fits the following criteria it will be added to the marquee within two weeks of your event date – no request is required.

Marquee Criteria

1. Event is hosted by a non-profit organization
2. It is a non-recurring event (annual events are acceptable)
3. Event is open to the public
4. Event is located in Hutchinson