NUCLA NATURITA
Area Chamber of Commerce

Community Guidelines for Submitting Local Events to the NNACC Website

Guidelines for local events, meetings, activities, fundraisers, classes, celebrations, and public notices serving the West End region.

Purpose

The Nucla Naturita Area Chamber of Commerce's (NNACC) website calendar of local events is intended to share timely, accurate, and locally relevant information that supports community participation and promotes events across the West End.

Regional Parameters

Submissions should have a clear connection to the West End region, including Norwood, Redvale, Naturita, Nucla, Bedrock, Paradox, and Gateway. Events outside this area may be considered when they directly serve West End residents, businesses, schools, nonprofit organizations, public agencies, or visitors.

- Priority is given to events physically located within the West End region.
- Regional partner events may be accepted when the primary audience includes West End residents or businesses.
- Statewide or national events should not be submitted unless there is a direct local benefit or local host organization.
- Political, commercial, or private events may be declined if they do not meet the public-use purpose of the calendar.

Eligible Event Types

- Community meetings, town halls, board meetings, public hearings, and civic gatherings.
- Local festivals, markets, concerts, rodeos, school events, cultural programs, and holiday celebrations.
- Fundraisers, benefit dinners, volunteer opportunities, nonprofit campaigns, and charitable drives.
- Classes, workshops, training sessions, youth activities, senior activities, recreation programs, and outdoor events.
- Business open houses, ribbon cuttings, NNACC member events, and economic development activities.

Information Required for Submission

Submitters should provide complete event details at least two weeks before the event when possible.

Adopted by Resolution No. 0826 on August 20, 2026, by the NNACC Board of Directors.

- Event title.
- Date, start time, end time, and whether the event is recurring.
- Location name, street address, town, and whether the event is in person, online, or hybrid.
- Brief public description written for residents and visitors.
- Host organization, contact name, phone number, and email address.
- Registration details, ticket price, donation request, or admission information.
- Website, flyer, social media link, or image if available.
- Accessibility notes, age range, weather backup plan, or special instructions when relevant.

Content Standards

- Submissions must be accurate, respectful, family-appropriate for a general community audience, and lawful.
- Descriptions may be edited for length, clarity, grammar, consistency, and website formatting.
- Flyers or images should be clear, readable, and approved for public use by the submitter.
- Submissions should not include misleading claims, discriminatory language, personal attacks, private personal information, or unsafe instructions.
- Fundraisers should clearly identify the beneficiary, sponsoring group, purpose of the fundraiser, and any costs or donation expectations.

Review, Approval, and Posting

NNACC may review, edit, approve, decline, postpone, or remove any submission. Posting an event on the NNACC website does not constitute NNACC sponsorship, endorsement, partnership, liability, or responsibility unless expressly stated by NNACC in writing.

- Incomplete submissions may be returned for more information before posting.
- Events may be prioritized based on local relevance, completeness, timing, and available website space.
- Corrections or cancellations should be submitted as soon as possible.
- Recurring events may be listed for a defined period and may require updated confirmation to remain on the calendar.

Suggested Submission Timeline

Event information should be submitted at least 14 days before the event date. Larger events, fundraisers, festivals, vendor calls, sponsorship opportunities, or regional campaigns should be submitted 30 days or more in advance when possible.

Good-Fit Examples

- A West End community fundraiser supporting a local family, school, nonprofit, or emergency service organization.

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- A public meeting in Nucla, Naturita, Norwood, Redvale, Bedrock, Paradox, or Gateway.
- A regional trail, outdoor recreation, heritage, arts, agriculture, or tourism event serving West End residents and visitors.
- An NNACC member open house, workshop, hiring event, or business celebration.

Website Policy Page Version

NNACC may edit submissions for clarity, length, grammar, consistency, and formatting. NNACC may decline or remove submissions that are incomplete, inaccurate, not locally relevant, inappropriate for a general community audience, unlawful, unsafe, misleading, discriminatory, or inconsistent with the purpose of the community calendar.

Posting an event on the NNACC website does not constitute NNACC sponsorship, endorsement, partnership, liability, or responsibility unless expressly stated by NNACC in writing. Event organizers are responsible for notifying NNACC of changes, corrections, cancellations, or updated event details as soon as possible.

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