

Durham Tourism Event Calendar Submission Policy

Reach locals and visitors by submitting your tourist-friendly event to Durham Tourism!

To submit an event to the event calendar visit DurhamTourism.ca/events and click the 'Submit an Event' button on the calendar home page. First time users will need to create an account, then login to submit additional events.

Event eligibility

To be eligible, your event must:

- Take place **within the boundaries of Durham Region**.
- Be **open to the public to participate** (events requiring pre-registration or with limited space are discouraged and may not be accepted).
- Have a dedicated **event landing page** or **organization website**.
- Comply with all applicable [by-laws and services](#).

Durham Tourism prioritizes events with tourism appeal and the potential to attract visitors. If your event is primarily community-focused, we encourage you to submit it to your local municipal event calendar for consideration.

Events that are not accepted

- Business deals or promotions (e.g. happy hours, dining specials, coupons)
- Regular classes, courses, or permanent exhibitions and tours
- Weekly karaoke, bingo, or trivia nights
- Fundraisers, benefits, dances or galas
- Meetings, conferences, seminars, or workshops
- Lectures, school events, children's recitals
- Job fairs, summer camps, or auditions
- Political, religious, or networking events
- Receptions, open houses, reunions
- Competitions, fashion shows, pageants
- Garage sales, sidewalk sales, church and hospital bazaars

Durham Tourism reserves the right, at its sole discretion, to review, approve, reject, edit, or remove any event submission to the event calendar. Submission of an event does not

guarantee inclusion. Durham Tourism may decline events that do not align with its mandate, community standards, tourism objectives, or eligibility requirements.

How to submit an event

When completing the event submission form, provide clear and complete event details to draw interest in your event.

- Provide **event start date, time** and **event name**. If your event occurs over multiple days, submit as a single listing and use the **multiple dates and times** feature.
- Select the **event category** that best aligns with the type of event you are offering.
- Identify the **municipality** your event is taking place in.
- Provide a detailed overview and description of your event in the **event details** section. When writing your event description:
 - Avoid repeating information already included in the form, including event title, dates, times, or pricing.
 - Focus on the visitor experience and what attendees can expect when attending your event.
- Provide a **key contact or organization** name that can be contacted directly with questions.
- Include **admission** information indicating if the event is free or if there is a cost to attend.
- Provide a **valid email address** and **event website URL** for those interested in more information.
- Upload a high-quality image to the **feature image** section. Images without text are preferred and strongly recommended.

To keep the event calendar engaging and relevant for visitors, we will focus on listing events that highlight Durham Region's rural excitement and country charm and offer distinctive experiences and memorable attractions.

Durham Tourism may select events to be featured in our monthly Durham Tourism E-Newsletter. Selected events typically appeal to visitors and are of considerable interest to a large audience.

*Please note: Some community events previously accepted as part of the event calendar may no longer be listed to align with the submission policy.

Links to third party sites

This type of link usually opens a new browser window. The Regional Municipality of Durham is providing these links to you only as a convenience, and the inclusion of any link does not imply endorsement by the Regional Municipality of Durham, nor can we be held responsible in any way for the content found on any third-party website. The Region's [privacy statement](#) applies solely to information collected on the Region's website.

Disclaimer

Durham Tourism reserves the right to edit, remove, or refuse any event submission without recourse or explanation that contains inappropriate language or imagery.

Contact

For any questions relating to the Tourism Event Calendar Submission Policy, please [contact us](#).