

# Aboyne Community Calendar



## What is it? & How to Input to the Calendar?

1. The Aboyne Community Calendar is a digital shared community access point, and is **free** to use.
2. The calendar aims to include events or activities which are of benefit to the local community. It is not a commercial concern, and therefore does not promote, endorse or feature profit making businesses and organisations. Exceptions will be made if the event / activity intends to benefit the local community due to a focus on:

- community interest;
- community participation;
- community involvement; and /or
- community connection.

### **3. To submit calendar entries, email the details of the event / activity to: [calendar@aboynecommunitytrust.org.uk](mailto:calendar@aboynecommunitytrust.org.uk)**

#### **4. The email should contain the:**

- **Event / Activity;**
- **Description / details of the event or activity;**
- **Date;**
- **Time;**
- **Duration;**
- **Venue (Full address and postcode);**
- **Contact name;**
- **Mobile number (For calendar organiser's use only. Please advise if you wish this to be inserted in the calendar entry);**
- **Contact Email address;**
- **Website;**
- **Social Media Details.**

5. On submission, you will receive an immediate acknowledgement email.

6. You will receive a further email within 3 working days to address any query or to advise that:

- the proposed calendar entry has been inputted to the Aboyne Community Calendar: **OR**
- additional information is required prior to the proposed calendar entry being inputted to the Aboyne Community Calendar, **OR**
- the information cannot be included in the Aboyne Community Calendar. In this case, a reason will be given.

7. All requests to input information to the Aboyne Community Calendar will be completed as timeously as possible.

8. Please check all calendar entries and advise asap of any errors or omissions.

9. The final decision relating to any disputes about the content of the calendar will rest with the Aboyne Community Trust Board.