

Policy for Ballroom Dance Post Submissions to CCBD Calendar

1. CCBD is delighted to post ballroom dances on the CCBD Calendar at CapeCodBallroomDancers.org as a free service to anyone in the region. Because CCBD is a volunteer organization, we reserve the right to limit postings of events. In general, we will post an item only once and will post a cancellation notice, if necessary.
2. CCBD defines a dance as an event at least 2.0 hours long (including any optional lesson) that is open to the public with music in the form of Bands, DJ's or Playlists. We do not provide this service for non-dance events such as exercise classes or events consisting chiefly of lessons.
3. Ballroom dance announcements are posted to the web calendar on a regular basis. Please provide the following information to assist in posting. The submitter will be notified if a dance cannot be posted.
 - Name of sponsor
 - Date (e.g., Saturday, June 8, 2019)
 - Time (e.g., 7-10 p.m.)
 - Time of lesson—if applicable— (e.g., 7-7:45 p.m.)
 - Location
 - Price(s) of admission
 - Details on how to obtain tickets—if applicable
 - Contact information: Contact person, web address, email address and/or phone number

Policy for Ballroom Dance Post Submissions to CCBD Notices

1. CCBD is delighted to send an email from CCBD Notices announcing a ballroom dance as a free service to anyone in the region. Because CCBD is a volunteer organization whose Board has limited time, we reserve the right to limit dance announcements especially if significant editing is involved. In general, we will post an item only once and will post a cancellation notice, if necessary.
2. CCBD defines a dance as an event at least 2.0 hours long (including any optional lesson) that is open to the public with music in the form of Bands, DJ's or Playlists. We do not provide this service for non-dance events such as exercise classes or events consisting chiefly of lessons.
3. Any message requiring major editing will not be forwarded and the submitter will be notified.
4. Requests must be sent to CCBDnotices@gmail.com at least 72 hours in advance of each event, including any and all recurring events.
5. Email detail or attachments should include the following information:
 - Name of sponsor
 - Date (e.g., Saturday, June 8, 2019)
 - Time (e.g., 7-10 p.m.)
 - Time of lesson—if applicable— (e.g., 7-7:45 p.m.)
 - Location
 - Price(s) of admission
 - Detail on how to obtain tickets—if applicable
 - Contact information: Contact person, web address, email address and/or phone number
6. Flyer must be a photo file: ex: JPG, GIF or PNG —if applicable