

Community Calendar

Submission Guidelines for Community Organizations

JewishDallas.org's Community Calendar helps Greater Dallas Jewish organizations coordinate programming, avoid conflicts, and share opportunities with the community. Here's what to know before you submit an event.

What to Submit

- Events local to, and intended for, the Greater Dallas Jewish community.
- Events led by or benefiting a Jewish non-profit organization.
- Events open to everyone or to a specific group, like teens, young adults, or families.
- Internal gatherings (board meetings, donor receptions, and the like) are welcome too, marked as “private” so other organizations can plan around them.

Fundraising Blackout Periods

For organizations who receive \$50K+ in funding from the Federation, please refer to your MOU regarding event blackout dates.

Holds & Scheduling

- You can hold up to TWO tentative dates while you're planning.
- Please release any holds you don't end up using as soon as you finalize event details.
- If your date overlaps with another organization's, please work it out directly with them. Our goal is always to showcase the breadth of the Jewish community's event offerings and we trust our partners to understand that overlapping events occasionally happen. This trend will continue as our community continues to grow.
- We encourage you to check the calendar frequently to keep up to date on possible conflicts.
- Federation staff checks event submissions daily to ensure prompt posting.

Naming & Privacy

- Name your event “Org Name – Event Name.” For a hold, use “(HOLD) Org Name – Event Name.”
- The calendar is public. If your event requires registration, or is private, please leave out the venue name and address.
- Even if the Federation is not involved in sponsoring your event, we encourage you to fill out our Event Security Form to make sure Federation Security staff are aware of community events. Our staff is always willing to consult on security needs. This form can be found [here](#).

Making Changes

Unfortunately, the submission form can't be used to edit an event once it's posted. To change or cancel an event, email aplott@jewishdallas.org with the subject line “Community Calendar Edit – Event Name.” We recommend checking the calendar regularly to make sure your listing looks right.

Questions? Reach out to Alison Plott at aplott@jewishdallas.org.