

BeTC
THE **B**EDFORD
TOWN **C**ALENDAR

As *The Bedford Citizen* begins its eighth year, we are streamlining our calendar listings for community events to assure the best coverage and community response for your events.

The key to our coverage is getting your event or series listed in [BeTC](#), *The Citizen* calendar.

There are three easy but important steps:

- 1) Click "[Submit an Event](#)" link to add your event to BeTC as soon as you know the date, up to a year in advance. Please include the full text of your press release, a featured image, even a link to a YouTube video.
- 2) To be considered for editorial coverage, please resend your press release as an MS Word attachment to editor@thebedfordcitizen.org at least three weeks before your event.
- 3) Report back after your event takes place: Crisp cellphone images from your event, a short recap, and a thank you to the community are welcome and will post in *The Citizen's* main newsfeed as space is available. Email your report to editor@thebedfordcitizen.org.

Now that you've done your part, what does The Citizen offer?

In addition to appearing in BeTC, all events for the coming month will be listed chronologically in the weekly email summary goes to our subscribers at 7:30 am each Sunday.

If you're not already an email subscriber, [click this link and get on the list](#).

On the Sunday before your event, it will also be featured in the "Coming Next Week" section of the weekly summary.

If you are willing to ping editor@thebedfordcitizen.org five business days before your event, we will post it to Facebook and Twitter.

FAQ

What events are welcome in BeTC?

Events held in Bedford, sponsored by Bedford non-profit organizations, or out-of-town events that feature Bedford residents are welcome.

The calendar includes, but is not limited to, cultural, educational, and faith-based events that are open to the public. An event submitted by a commercial organization must be free to the public. Non-profit organizations may post fundraising events, including "Foodie Fundraisers" for sports teams and student clubs.

Who can submit an event to the community calendar?

Anyone can submit an event to the calendar [through our online form](#).

How long will it take for my event to be published?

Although most events are processed more quickly, please allow up to three business days for *The Citizen* to review and publish your event.

Oops! How do I correct or update my event?

If you have any corrections or changes to your event, please email those changes to editor@thebedfordcitizen.org. **Please do not resubmit your event.**