



Shakeronline.com Calendar Listing Policy

Issued: November 12, 2009

Amended: July 5, 2017

Amended: June 24, 2021

Amended: August 23, 2021

The Shaker Heights website calendar highlights events located in Shaker that are of potential interest to Shaker residents, and follows the guidelines listed below.

Requests are accepted via email or through the website [request form](#) in the How Do I section and on the DEI page. Event requests can be emailed to kimberly.golem@shakeronline.com. The City reserves the right to decline any listing if it deems it objectionable in any way, or delay posting if staff is unavailable to post the item.

The following information is needed for posting:

Brief description of the event	Cost, if any. Otherwise, indicate that it is free
Date and time	Registration, if required, link, or process for registering
Location (include street address)	Contact information: email or phone number
Age restrictions/requirements, if any	

The policy for posting events on the Calendar is as follows:

Events/activities eligible for listing:

1. City government events or activities (Council, committees, Public Works, Thornton Park, etc.)
2. Events or activities open to the public at City venues (e.g. Colonnade, Community Building).
3. Events of other government agencies that take place in the City
4. Events of Shaker neighborhood associations (e.g. meetings, fundraisers, etc.)
5. Events of Shaker non-profit community organizations (e.g. Family Connections, Nature Center, Shaker Arts Council, Shaker Historical Society, etc.)
6. Public meetings posting requests from library/schools (as part of Forward Together initiative).
7. Public events of non-profit groups that are non-political and non-religious such as those sponsored by clubs, schools,
8. Some free events sponsored by a private entity that are open to the public (e.g. movie nights and Farmers Market at VAD).

Events/activities *not* eligible for listing on the website calendar:

1. Events of non-profit groups outside of Shaker Heights, unless approved by Director or designee.
2. Events of non-profit groups that are political or partisan organizations, or religious in nature.
3. Private membership events of non-profit groups.
4. Events of for-profit businesses located outside of Shaker Heights.
5. Regular class listings except from City Rec Department.