

# Guidelines for *Connection* Community Events

As a way of raising awareness of events in the Knoxville area, KUB includes brief descriptions of public events under the “Community Events” section in each issue of *Connection*, its newsletter to customers. Any events submitted must fit the following guidelines to be considered for inclusion.

## Event Information

All the following information must be provided for an event to be considered:

- Event title
- Date and time
- Location
- Name of organization hosting event
- Contact name, telephone number, and/or e-mail address/web site
- Details such as price of admission or reason(s) the event is taking place.

## Event Eligibility

Events must meet the following eligibility requirements:

- The event must be open to the public. KUB will not consider events that require an invitation or are restricted to neighborhoods, clubs, or church groups.
- The event must be of interest to a large number of people.
- The event must take place within KUB’s service area or within 30 miles of Knoxville city limits.
- The event must be non-denominational and non-partisan.
- The event cannot include any activity deemed offensive by the general population.
- The event cannot be a regular season sporting event.
- The event date must coincide with the mailing dates of *Connection* so that it is not over before *Connection* mails to all customers.

*Connection* is not restricted to non-profit organizations. KUB reserves the right, however, to make all final decisions regarding an event’s eligibility.

## Submission Dates

### Community Events for *Connection*

*Connection* mails with KUB bills every two months in odd numbered months (January, March, etc.), and takes most of the month to mail. Because of the long mailing time, we prefer to include only events in the second month of the issue (February, April, etc.), so that the events will not be over before all customers receive the newsletter.

To allow adequate time for writing, editing, and printing *Connection*, KUB must receive all submissions by the following dates:

### Connection Schedule

Issue	All Submissions Due	Mails	Primarily Covers Events In
Jan/Feb	Nov 15*	January	February
March/April	Jan 15 *	March	April
May/June	Mar 15*	May	June
July/August	May 15*	July	August
Sept/Oct	Jul 15*	September	October
Nov/Dec	Sep 15*	November	December

## Submitting Your Event

You may submit your event one of three ways:

- By mail: KUB *Connection*, Dept. 03  
Knoxville Utilities Board  
P.O. Box 59017  
Knoxville, TN 37950-9017
- By e-mail: [comm@kub.org](mailto:comm@kub.org)
- By fax: (865) 594-7343

**Sorry, we do not accept submissions over the phone.**

Please note that submissions are edited and/or rewritten for proper grammar, spelling, syntax, and style. Some information may not be included in the event description because of space limitations. We will ensure that everything included in the description is correct, however, according to the information provided.

We will make every effort to include all eligible events; however, we cannot accommodate all requests for community events listings in *Connection*. Events are included based on space availability and the date of submission. Please e-mail KUB's Communications Department at [comm@kub.org](mailto:comm@kub.org) if you have any questions.