



We're glad you're here!

WBBJ's Community Calendar exists to support local, non-profits and community events across West Tennessee. This is a **free public service**, and we're proud to help share what's happening in our community.

Because we receive such a high volume of submissions, we've put the information below together to clearly explain how the Community Calendar works and what's required for each type of submission (bet you didn't know we had more than one!). Reviewing this page before submitting your event helps ensure a smoother experience for everyone involved.

Thank you for taking a moment to read through the guidelines! We appreciate your partnership in keeping this resource helpful, accurate, and accessible.

Important Notes

- The Community Calendar is a *free* public service
- Submission does not guarantee on-air coverage or online placement
- WBBJ reserves the right to exclude submissions that do not meet requirements
- Incomplete submissions will not be considered

Common Misunderstandings

- Emailing your event does not place it on the Online Community Calendar
- On-air and online calendars are separate systems
- WBBJ staff does not have access to submit or edit online events
- The Online Community Calendar requires user submission only

Timeline Expectations

- Please submit events at least one week in advance
- Last-minute submissions may not air
- Repeated follow-ups will not speed up processing

How it Works

1. **On-Air Community Calendar** - This is a FREE service to WBBJ viewers.
 - Events are reviewed and scheduled internally.
 - Submit your event by emailing complete details to calendar@wbbjtv.com
 - Required information: Event name, date, time, location, and description
 - Flyers must be submitted as image or PDF files only
 - Please allow up to five (5) business days for review
 - Content may be edited to optimize on-air display
 - Virtual events cannot be aired
 - Events without a date and time will not air
 - Submission does not guarantee on-air placement
 - Events are selected on a first-come, first-served basis
 - Sending the same event multiple times does not increase the likelihood of airing
2. **Online Community Calendar** - The Online Community Calendar is a user-submitted system and is not managed by WBBJ staff.
 - Events must be submitted directly by the organization
 - Users must create a login and submit their own event
 - WBBJ staff cannot create, edit, or upload events on behalf of others
 - All events listed online are submitted through a third-party platform
 - To submit, click the “Create an Event” button on this page and follow the prompts
 - If your event is not visible online, it has not been submitted through the online system
3. **Event Coverage Requests**

If you are seeking potential news coverage:

 - Submit event details to news@wbbjtv.com
 - Coverage is not guaranteed
 - Please allow time for editorial review

We know there's a lot of information here, but each step is designed to help your event reach viewers in the best way possible. Taking a few minutes to follow the correct submission process helps us continue offering this service to the community at no cost.

Thank you for supporting local events and for helping us keep the Community Calendar running smoothly.