

Douglas County Happenings Policies and Procedures

Definition

Douglas County Happenings is a free, weekly e-mail newsletter, issued by the Douglas County Department of Communications and Community Relations, that contains calendar items and announcements of general interest to the Public. The purpose of Douglas County Happenings is to provide the public with convenient and efficient information about Douglas County's agencies, programs and services, and those of the general Public, with some limitations, in an attempt to bring our community closer together.

Subscription and Subscription List

Persons interested in receiving Douglas County Happenings may place their e-mail address on the subscription list by (1) entering it themselves on the home page of the Douglas County web site, or (2) requesting it in person or via e-mail to the Douglas County Department of Communications and Community Relations. The subscription list is intended to be private and not published, and is not sold or otherwise distributed.

Newsletter Content and Requirements for Inclusion

Douglas County Happenings contains calendar items and announcements of general interest to the Public. The calendar is issued in chronological order, and generally covers items for the next 2 - 3 weeks from the issuing date. However, if calendar items plus announcements creates a newsletter that is considered too large a computer file to be easily transmitted and/or downloaded, a shorter calendar may be published at the sole discretion of the Douglas County Department of Communications and Community Relations.

Calendar items and announcements are limited to the following categories:

- government , government agency, and quasi-government agency meetings, events and announcements;
- not-for-profit organization events and announcements (no regular meeting announcements due to space limitations);
- events open to the general Public at no or minimal charge that are of widespread interest.

Douglas County Happenings specifically will not include announcements from/of political parties or organizations, religious group or church services, and service club meetings.

Calendar item requests may be submitted to the Douglas County Department of Communications and Community Relations for inclusion in Douglas County Happenings. The Department staff has the sole authority to condense, abbreviate, or modify the request to fit the format and available space of the newsletter. The Department staff may also reject the request if it does not meet the policy for Douglas County Happenings.

Calendar item submittal receipt deadline is generally 12:00 noon on Wednesday afternoons. Due to holidays or other occurrences, the deadline may be moved up without notice.

Newsletter Issuance

Douglas County Happenings is generally issued on Thursdays of each week. However, due to holidays or other scheduling conflicts, Douglas County Happenings may be issued earlier in any given week, or not issued at all (rare occurrence).

Disclaimer

The Douglas County Department of Communications and Community Relations will make every effort to ensure the accuracy of the information provided in the newsletter. However, the Department does not warrant or make any representation as to the quality, content, accuracy, or completeness of the information. The newsletter information is compiled from a variety of sources and is subject to change without notice. Errors may also be made in the compiling of the newsletter because the Department staff is human. Corrections of inaccurate information will be made in the next issue of the newsletter, if applicable, but the newsletter will not be reissued in the case of inadvertent errors.