



What is DelawareScene?

[DelawareScene](#) is a comprehensive, up-to-date website calendar featuring Delaware's arts and cultural events and attractions, created and managed by the Delaware Division of the Arts.

Who is REQUIRED to list events in the DelawareScene calendar?

Delaware Division of the Arts grantees are required to submit all public arts and cultural events in a timely manner.

When should I submit my events to DelawareScene?

Please submit your events as soon as they are scheduled and no later than the following deadlines:

Event Date	Submission Deadline
January & February	November 15
March & April	January 15
May & June	March 15
July & August	May 15
September & October	July 15
November & December	September 15

Please make every effort to submit your events by these deadlines, even if you must add more detail at a later date. If you have missed a deadline, it is possible, though not preferable, to submit events as late as two weeks prior to your event.

If you can submit events earlier than the recommended deadline, please do so, especially for events that have substantial attendance from out-of-state visitors.

Who is eligible to have events included in the DelawareScene calendar?

- Organizations that produce and/or present art and cultural events in Delaware or within 25 miles of Delaware's borders (they do not have to be Division grantees)
- Events must be open to the general public
- Events must be held at a venue or attraction that is registered with DelawareScene ([register here](#))

Arts or cultural events generally fit into one of the following content categories: **Attractions** (organizations that have regular public hours such as galleries and museums), **Dance**, **Festivals & Special Events**; **Film**; **Lectures & Workshops**; **Libraries**; **Literature & Poetry**; **Music**; **Theater & Performance**; **Visual Arts** (Art Centers, Art, Antiques & Craft shows; Art Tours; Exhibitions).

The following types of events will not be approved: adult entertainment, including gaming; events whose sole purpose is to promote religion or religious philosophy; audition notices; calls for entry or vendor solicitations; private events; events that do not include an arts/culture component; and events that are political in nature.

How do I submit my events to DelawareScene?

1. Check whether your event is already listed by searching the [Directory](#).
2. Click on the [Submit an Event](#) link at the bottom of the home page and then complete the form. You do not need to have a user name and password to submit an event, however you may create one if you wish to receive priority processing and access the Conflict Checker.
3. All submissions will be reviewed and, if accepted, posted within 5 to 7 business days.

DelawareScene reserves the right to edit submissions for grammar, style, accuracy and content. DelawareScene also reserves the right to revise, reject or cancel, in whole or in part, any events, venues or attractions for any reason in its sole discretion.

What happens if my event's venue or attraction is not registered?

When you type the name of your venue into the venue field in the Submit an Event form, a list of registered organizations will drop down. If your venue/attraction does not appear, then your venue/attraction is not currently registered. You must register it prior to submitting your event by using the [List Your Organization](#) link. If the venue does not belong to you, you may still register it. You must include the venue's physical address, and as much information as you know about the venue including its website URL. All organization listing submissions will be reviewed and, if accepted, posted within 5 to 7 business days. You must wait until the venue registration is approved before submitting your event.

Can I change my event information once it is posted?

Yes. You can navigate to the specific event page and select "Update This Event", complete the form, and we will make the changes you request. The deadline for requesting changes is seven days prior to the date of the event. In the case of cancellation, or major changes to an event, please contact us at contact@delawarescene.com as soon as possible.

Is advertising available on DelawareScene?

Yes! DelawareScene offers [advertising packages](#) for banner advertising on the website and in the bi-weekly [Delaware Scene Stealers](#) opt-in email.

Who do I contact with questions or problems regarding my submissions?

Please use the [Contact Form](#) or send an email to contact@delawarescene.com with any questions or concerns.