VISIT LANCASTER CITY

Visit Lancaster City Event Calendar Guidelines

Last updated May 7, 2025

Please verify your event is not already listed on the calendar before submitting your event.

Event Calendar Objectives
- Help visitors and locals alike plan their Lancaster City experience.
- Increase the information provided on VisitLancasterCity.com and the Visit Lancaster City app to promote City-based businesses to new and existing audiences.
- Showcase all the things to see and do in Lancaster City!

Event Calendar Procedures & Terms
- Event organizers and businesses may submit special events to the Visit Lancaster City calendar, which displays events on VisitLancasterCity.com and the Visit Lancaster City app.
- There is no cost to submit an event.
- Only events taking place inside the City of Lancaster, PA will be accepted.
- All events are manually reviewed and approved before they become visible to the public.
- It may take up to three (3) business days for events to be reviewed and approved. Please submit your events with enough lead time to ensure adequate time for event review and promotion.
- The City of Lancaster will not advertise events from political organizations, organizations that promote tobacco products, illegal drugs, alcohol, gambling, sexually related products or services, firearms, weapons, or products or services that are detrimental to public health, safety or welfare.

Event Criteria
To best serve our users, events displayed on the Visit Lancaster City calendar must meet the following criteria:
- Events must be open to the public. While ticketed events are permitted, this should be clearly explained in the event description and include information about how to purchase tickets.
- Events submitted by businesses should showcase something special happening outside of regular operations (sales, exhibitions, special menus, extended hours, etc.) *Events submitted that reflect a business' regular operations will not be published.*
- Events should entice people with opportunities to explore Lancaster City's unique culture and history through dining, shopping, and experiences.

Event Guidelines
- Event titles must clearly describe the event. *For example, "First Friday Gallery Opening at the Lancaster City Welcome Center" instead of "Gallery Opening."*
- Event dates must be final. *Events with tentative dates will not be approved.*
- Events spanning multiple days must be submitted separately. *For example, if your event is May 1–3, you must submit the event for May 1, May 2, and May 3.*
- Descriptions must be no longer than 300 words, in sentence form, and include proper grammar and formatting.
- The event photo must be no larger than 1000px wide and 800px tall, and no larger than 500kb.
- Events should be submitted at least two weeks in advance of the event to ensure adequate notice to the public.