

# ***POSTING OF EVENTS - VESTIBULE DISPLAY BOARD***

## ***Guidelines & Recommendations***

Effective March 17, 2018, the clubhouse vestibule and foyer will no longer display flyers, posters, notices, sign-ups, etc. for club events or activities on easel tripod stands. In an effort to maintain a safe, clear and attractive thoroughfare, the Board of Trustees has informed House and Recreation that a new 4'x5' glass enclosed display board has been purchased for the purpose of displaying event information. Easel supports will be reserved for same-day use by an instructor, posting an obituary and Board notices.

### ***Posting Guidelines:***

#### **TIMING**

- A flyer / notice can only be displayed **2 weeks** before the actual date of the main event. If a notice of a registration activity is to be posted, this registration event must be the primary purpose of the posting.

#### **SIZE**

- Any normal stock paper no larger than **8 ½" x 11"** can be displayed on the vestibule board. There are no exceptions to this maximum size.

#### **PLACEMENT**

- The actual posting of an event notice will be handled by the **clubhouse administrator with H&R chair as back-up**. All flyers will be positioned to allow the most effective use of both the available space and visual display. An event notice will be shown only on the vestibule board. The clubhouse counter will be reserved for sign-up sheets with a brief description of the sign-up purpose.

#### **REMOVAL**

- Within **two days** after the event is held, the clubhouse administrator or H&R chair will remove the event flyer and hold for pick-up, unless the event leader has requested removal before this time frame.

### ***Recommendations:***

1. Always maintain up-to-date e-mail lists for communicating on-going event promotions, event ticket sales, and updates about your event. Contact H&R if you are willing to **share contacts** with other groups.
2. Consider **replacement** of your club's event notice should it be **sold-out** or **cancelled**. It may be best to show a modified flyer indicating the reason it was cancelled or any available waiting list contact information for a sold-out event.
3. As you consider all avenues (the *Voice* /e-mail/ mail box inserts) of communicating your event, remember that your flyer / notice can be posted also on our community **website** under your club's listing in the "Clubs and Groups" menu.