

## **Event Criteria for advertising on VW website & Events Calendar**

### **CRITERIA FOR WEBSITE**

#### **Your event must;**

- Take place within the Waimakariri district boundaries at a specific location
- Waimakariri residents and visitors must be able to participate in or watch the events
- Be specific, finalised and confirmed prior to submission. Events without dates or undetermined locations etc will not be listed.
- Be submitted by, or information provided by the event organiser or authorised agent. If VW are entering on your behalf and authorised person must provide all current information by email.

\*We reserve the right to select which events are included in our printed monthly calendar. Please see below.

### **CRITERIA FOR EVENT CALENDAR**

#### **Your event must;**

- Take place within the Waimakariri district boundaries at a specific location
- Waimakariri residents and visitors must be able to participate in or watch the events
- Have a broad appeal for the community and/or visitors
- A key event attracting a broad range and large capacity of visitors and locals to the district.

#### **Events that will not be accepted**

- Workshops and classes
- Events that are not open to the public to attend
- Events that do not have a specific location with Waimakariri District
- Events that are the core business of an organisation, school, education provider, government or council agency or service provider
- Events promoting religious or political purposes
- Conferences that are not open to the public/annual general meetings
- Events that are recruiting for membership or enrolment
- School reunions that are only open to ex pupils
- Recurring team events such as quizzes and similar

#### **Image Guidelines**

- Must be a PDF or Jpeg, jpg, png
- Images must be of an acceptable quality. Low resolution images, blurry images or images that are the wrong dimensions may be removed from entries.
- Do not submit images with text on them.
- Image must not be a logo
- File size limit 500kb
- Images must be appropriate and not demeaning