

## **Visitor Center Events Bulletin Board Guidelines**

Only for special non-recurring events and Annual events

Maximum flyer size - 8½" X 11"

The purpose of the Visitor Center Events Bulletin Board is two-fold: inform our visitors of events in Sedona and to provide Chamber partners with another tool for promoting special, non-recurring events.

Its use is restricted only to active members of the Sedona Chamber of Commerce and Tourism Bureau - the venue must either be an active partner or the presenter must be an active a partner. The Chamber partner's name needs to be specifically identified on the flyer.

Postings are made on a first-come, first-served basis and, as space is available on the bulletin board. Items posted are limited to a maximum size of 8½" x 11", portrait or landscape format and must include member's name, address, specific date and time of the program/event, telephone number, and fee if applicable. Each flyer **MUST** have a specific date identified on the flyer. ***Flyers with recurring dates (e.g., Every Tuesday) or one flyer listing several dates in one month will NOT be accepted. Multi-day events are an exception to this rule.***

All flyers will be posted by the Visitor Center staff only. Items not posted by the staff will be removed.