

Arts Denman Website Submissions Protocol

Editorial updates to our website are performed by dedicated volunteers. Please help out by making sure your content is error free and fully edited before submitting, and by carefully observing the following guidelines. Thank you!

Please be aware that submission does not guarantee a listing on the site, and that Arts Denman reserves the right to edit your content once for length.

Content will be posted “as is,” and once posted, your submission will not be edited again, so check and double check your content!

Submissions that do not meet the submissions protocol will be rejected.

All arts related events on Denman Island are eligible for possible inclusion.

Send submissions to: **promotions@artsdenman.com**.

Submissions should be written into or pasted into the body of the e-mail (no PDFs, Word docs, or text attachments) and should adhere to the following format:

Name of Your Event
Dates and Times of Your Event
Location of Your Event

Event Description (not to exceed 300 words)

Pricing and Contact Information including webpage, e-mail, and phone.

To be considered for inclusion, your event listing **must** include a minimum of one and maximum of three images. Images should be in .jpg format, 72dpi, and **no smaller than 750px in width**.

Please be sure to double check your event listing for errors, and submit all of your content at once.

Website maintenance is performed on Mondays. Deadline for submissions is 5pm the Friday before the week you wish your listing to appear. Listings will be accepted no sooner than a month before the date of the event, and will be removed immediately after the event.

Thank You!

www.artsdenman.com
promotions@artsdenman.com