Appendix I: Social Media & Event Listing

Northlands
Social Media and Event Listing

Please use this form if you would like to add an event to our websites or digital properties.

Please indicate where this posting should go:

☐ WEBSITE   ☐ FACEBOOK   ☐ TWITTER   ☐ NORTHLANDS APP

Event Name: _____ **Dates:** _____

What venue is this event in?

☐ EXPO Centre   ☐ Rexall Place   ☐ Northlands Park   ☐ Other

If other, please indicate where:_____

Event / Performance Date(s): _____

Event / Performance Time (s): _____

Open to the Public: ☐ No   ☐ Yes **Ticket Price(s):** _____

Event Phone number (for web calendar - only if desired): _____

Event Website: _____

Ticket purchase link: _____

Facebook URL: _____

Twitter URL: _____

Event summary:
1 or 2 sentences that summarizes what the event is. Could be the tagline.

Event description:

Full description of the event. Recommendations for event description include: description of activities, hours of public access, locations to purchase tickets (if applicable) and contact information for additional details.

*Maximum number of **characters** allowed is 500.*

The Northlands Marketing team reserves the right to edit this information for formatting, grammar and punctuation. If we receive no response, your event will be posted on the website calendar with the name and date only.

Photo Requirements:

Before submitting your event, please be sure to include the proper photo file. All Files should be supplied as a Photoshop or illustrator file (CS5) or as a Jpeg. Any fonts should be converted to paths and include and support graphics.

1. **Website event listing** - 510px w x 180px h
2. **Event thumbnail -** 120px w x 98px h
3. **Homepage Banner image -** 800px wide by 385px high
4. **Northlands App icon image -** 200px wide by 200px high
5. **Northlands App Banner image -** 640pixels wide x 270 pixels high. Content/logo should be in the upper left hand quadrant (Inside the top 135 pixels and the left of the 320 pixel mark).