

Cultural Services Branch Poster Distribution Service Guidelines



In an effort to assist cultural organizations engage with the community; to promote arts, culture and heritage in Kelowna; and to help achieve the goals laid out in the Cultural Plan; the City of Kelowna Cultural Services Branch will distribute and place event posters from cultural organizations on bulletin boards at various City facilities at no charge.

Participation

- Non-profit arts, culture or heritage organizations, for-profit arts, culture or heritage organizations, individual artists and collectives are able to drop off posters for distribution.

** Non-profit arts, culture or heritage groups will be given priority in the event of lacking space*

Poster Eligibility

- Posters may be no bigger than 11' by 17', and must be suitable for viewing by all ages (as determined by the City);
- Please submit a maximum of 11 copies of each event poster. They will be distributed based on availability of space (as determined by the City); and
- The City does not accept responsibility for any lost or discarded items, and materials will not be returned afterwards.

Process

- Posters will be distributed monthly, and will be date-stamped;
- Posters will be distributed on last Thursday or Friday of every month, and must be dropped off before this date to be included;
- Poster boards are available at:
 - City Hall Lobby;
 - City Hall Staff Room;
 - Capital News Center;
 - Memorial Arena (*Seasonal Availability*);
 - Okanagan Regional Libraries (Downtown, Mission, Rutland);
 - Parkinson Recreation Centre;
 - Parkinson Activity Centre;
 - Rutland Arena; and
 - Rutland Activity Centre.
- Participants may not request location of poster placement. Posters will be distributed where space is available and at the discretion of the City; and
- They may remain on the bulletin board for two months, or until the date of the event, whichever occurs first.

Contact

- Posters can be dropped off at:
Active Living and Culture – Cultural Services
101-1360 Ellis Street (Library Parkade)
Open 8am-4pm, Monday-Friday. Closed on statutory holidays.
- Contact culture@kelowna.ca for more information.

