

KMAC Event Rental Marketing Guidelines

The Kay Meek Arts Centre offers some marketing opportunities for rental clients at our venue. These will vary depending on the use of our ticketing services.

General Rules:

- All advertising and promotions for event/performances is by and at the Renter's sole expense.
- When marketing your event, you must use the correct name and address of the venue. We will not include your event on any Kay Meek digital or physical platform if any information is incorrect.
 - Name: Kay Meek Arts Centre
 - Street Address: 1700 Mathers Avenue, West Vancouver, BC V7V 2G7
 - Website: kaymeek.com
- The use of any Kay Meek logo or image must be approved by KMAC staff before use.
- The Marketing department has the right to approve all materials where KMAC is mentioned before use.

If you are using Kay Meek Ticketing Service:

What we provide:

- A dedicated event/show webpage on the KMAC website.
- 1 Physical poster displayed on our bulletin board sized (your poster may not be displayed due to limited space until closer to your event).
- Up to 100 rack cards available in our lobby
- Facebook event co-hosting (you must build your own event and tag us as a co-host).
- Facebook post sharing (subject to availability on our social calendar)
- Instagram story sharing (subject to availability on our social calendar)

What we need from you:

- Image for the website
 - Size: 700px x 460px
 - A poster will not be accepted as information will appear repetitive and the image may be cropped for other use.
 - You must have the right to use the image you provide us.
- Press release or a short description of your event.
- Poster
 - Size: 8.5" x 11"
 - Must include:
 - Event title
 - Event date
 - Event start time
 - Venue

- How to buy tickets
- Rack card
 - Size: 4" x 9"
 - Paper type: Card stock
 - Must include:
 - Event title
 - Event date
 - Event start time
 - Venue
 - How to buy tickets
- Official social media channels for your artist and/or your organization.

If you are not using Kay Meek Ticketing Service:

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 - How to buy tickets
- Official social media channels for your artist and/or your organization.
- Ticketing link and on-sale date if your event is not being sold through our box office.

To submit materials or for any marketing questions, please email rentals@kaymeek.com and use "Marketing for *Event Name*" in the subject line. Posters and/or rack cards can be dropped off to the Administration Office during regular office hours (please see our website for open hours).