



# Digital Noticeboards

Does your club, organisation or sports team need some help promoting an event? The Carterton District Council has a digital noticeboard, which is available to the public for the promotion of **community events and activities** within the Carterton District.

The digital noticeboard screen for public promotion is located:

- Just next to Carrington Park Carterton

## Digital noticeboard guidelines

The Carterton District Council manages this digital noticeboard and has set a series of guidelines to ensure they are used effectively and appropriately.

- Noticeboards are updated weekly, to include requests received before 5 pm Monday and Wednesday.
- **Carterton District Council will not accept party political material for noticeboard display.**
- Carterton District Council will not accept material which is inappropriate for public viewing.
- The Carterton District Council will remove material that is no longer current.
- Your slide will only show for 8 seconds at a time; please keep your information clear and brief.

All contributions will be assessed by the Carterton District Council prior to public display, to ensure adherence with the guidelines. Council reserves the right to moderate the digital noticeboard as necessary and to determine the suitability of material received.

## Message Guidelines

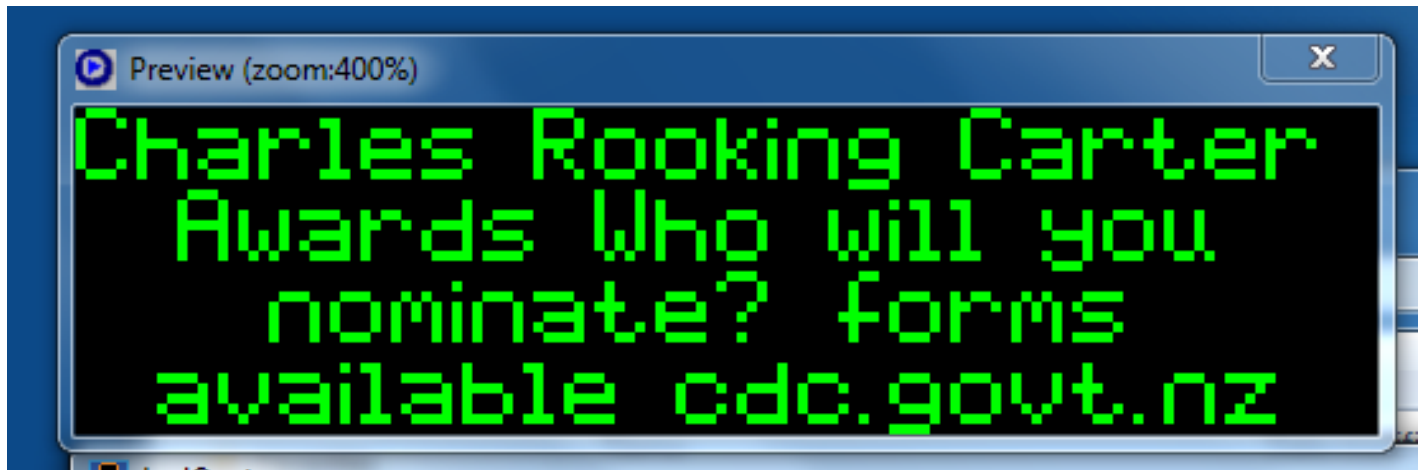
Carterton Digital Notice board is about helping and encouraging a community of people who care about the district. Messages must be at the maximum of 47 characters this includes spaces (**please note the (-) key does not function for this programme**). Council reserves the right to reject or remove signs that do not meet these requirements or are deemed to be inappropriate or inconsistent with the intent of this community facility.

The noticeboards must:

1. promote or profile a local community event, activity or public information message
2. Be polite, appropriate and have relevant wording and the board
3. may not:
  - comment on political or religious issues or topics
  - Feature or advertise commercial products, services or activities

- Be offensive in any way or disrespectful to any organisation or person
- Contain swear words
- Be unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene,
- Profane, sexually oriented or racially offensive
- Publicise personal information or contact details without prior consent of the people without their prior consent
- impersonate someone else.

Here is an example of a digital notice created for display.



## How to add an item to the digital noticeboards

Submit digital notices via this link - <http://cdc.govt.nz/noticeboard/>