



BURNHAM-ON-SEA & HIGHBRIDGE TOWN COUNCIL POSTER POLICY

Adopted: November 2016

Minute no. 130/16/TC

Next Review: November 2020

Following the completion of the Tesco Projects it has been decided that the Noticeboards in the Town Centre would be under the management of the Town Council Office.

- Posters are to be designed and printed by the organiser of the Event and should use the “**5 W’s**” to tell a story:
 - **WHEN** = Date and time
 - **WHAT** = Description of Event
 - **WHY** = Fundraising etc... and cost of tickets/entrance
 - **WHERE** = Venue address or Post Code
 - **WHO** = Name of organisation & contact details
 - *It is at the discretion of the officer whether to display the poster if it does not meet the criteria set out above.*
- Posters should be delivered to the Town Council office or emailed to admin@burnham-highbridge.org no later than **TWO WEEKS** before an event.
- To be fair to all event organisers all posters may not be displayed in all noticeboards.
- Priority will be given to event posters within Burnham-on-Sea and Highbridge.