

# Digital Community Noticeboards

## Submission Guidelines



**Narrandera**  
Shire Council

[www.narrandera.nsw.gov.au](http://www.narrandera.nsw.gov.au)



# Introduction

Narrandera Shire Council invites community organisations to submit notices for display on the digital noticeboards. These noticeboards provide timely and relevant information for both residents and visitors, and aim to promote events, programs, and services that support and enrich our local community.

## ELIGIBILITY CRITERIA

Submissions are free, but must meet the following conditions:



**Not-for-profit  
Organisations**



**Sporting  
Clubs**



**Community  
Groups**



**Service  
Clubs**

### **Not Accepted:**

- Commercial advertisements (products, services, businesses).
- Private or member only events.

## WHAT CAN BE PROMOTED

We welcome notices that promote:

- ✓ Community-led events and programs
- ✓ Local sporting events or open days
- ✓ Health and wellbeing initiatives
- ✓ Educational or skills development opportunities
- ✓ Arts, crafts, and cultural activities
- ✓ Council services or public updates
- ✓ Tourism and visitor information
- ✓ Community welfare and support services
- ✓ Inclusive and accessible community activities





## DISPLAY DURATION AND RESUBMISSION

You may request preferred display dates, but scheduling is subject to Council discretion.

For one-off events, notices are generally displayed 2 to 4 weeks prior to the event date.

Annual or recurring events must be resubmitted each year for review and approval.

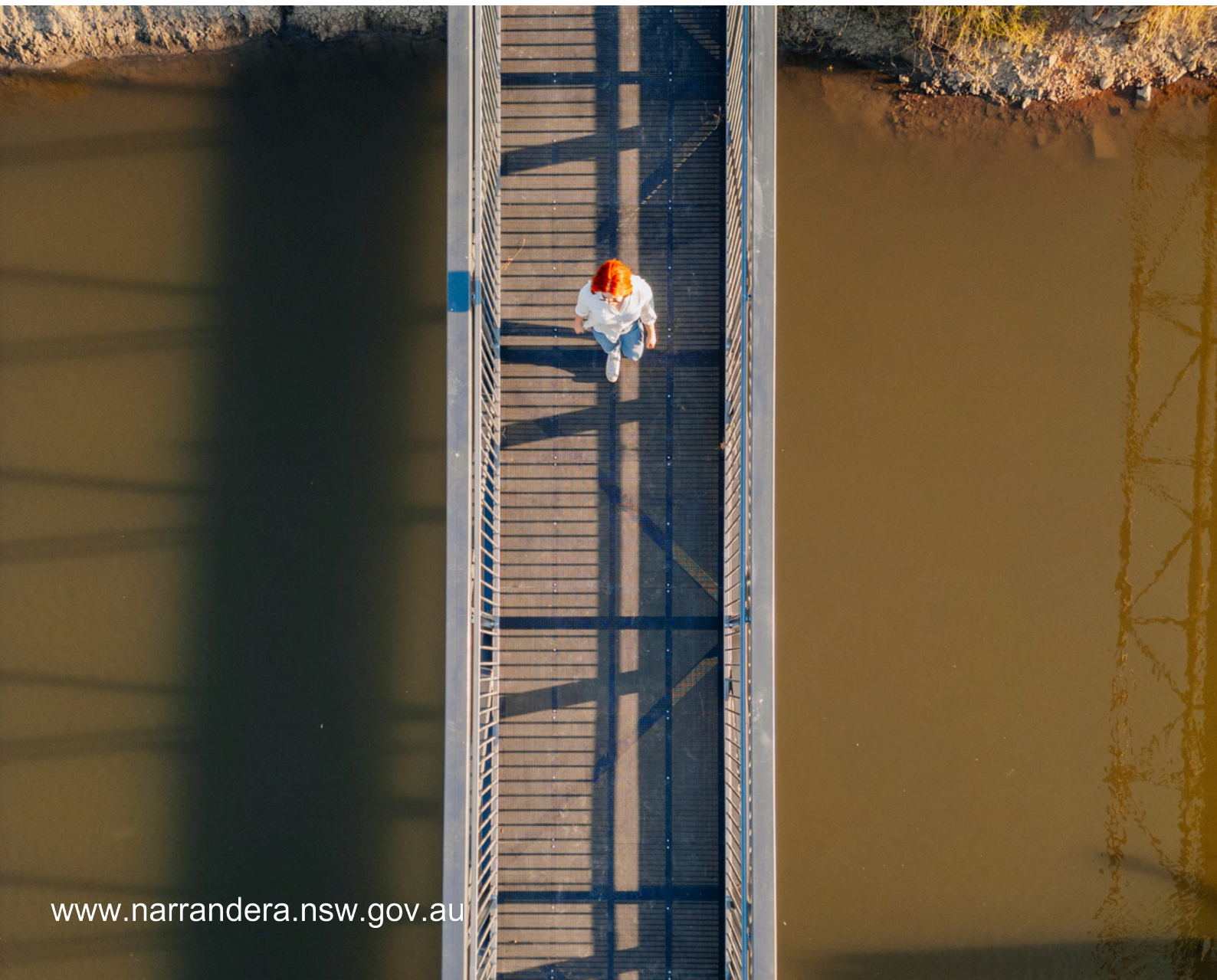
Approved annual events will only be displayed in the lead up to the event, not year-round unless specifically requested and approved.



## EMERGENCY AND PRIORITY NOTICES

Please note that emergency or high-priority Council notices (e.g. public safety alerts) may override scheduled content.

Displaced content will be rescheduled where possible, but this cannot be guaranteed.



# Artwork Specifications



## SCREEN DIMENSIONS

East Street and Yapunyah Street Screens  
**685 mm (W) x 1220 mm (H)**

Narrandera Destination and Discovery Hub Screen  
**1057 mm (W) x 1453 mm (H)**



## FILE FORMATS ACCEPTED

For images use JPEG or PNG

For video content use MP4.

*Please note there is no sound projected from the digital boards and the video must be a maximum of 30 seconds long.*



## ARTWORK REQUIREMENTS

Must be in high-resolution, clear and legible.

Must be optimised for digital screens.

Should have minimal text; avoid small fonts and clutter.





# Submission Process

1

## COMPLETE THE ONLINE FORM

Visit the Narrandera Shire Council website and navigate to the Digital Noticeboards page. Fill out the outline form including:

- Your name
- Organisation (if applicable)
- Contact email
- Notice details and preferred display dates

2

## COUNCIL REVIEW

Submissions will be reviewed for suitability. If approved, Council will provide further instructions for artwork upload.

3

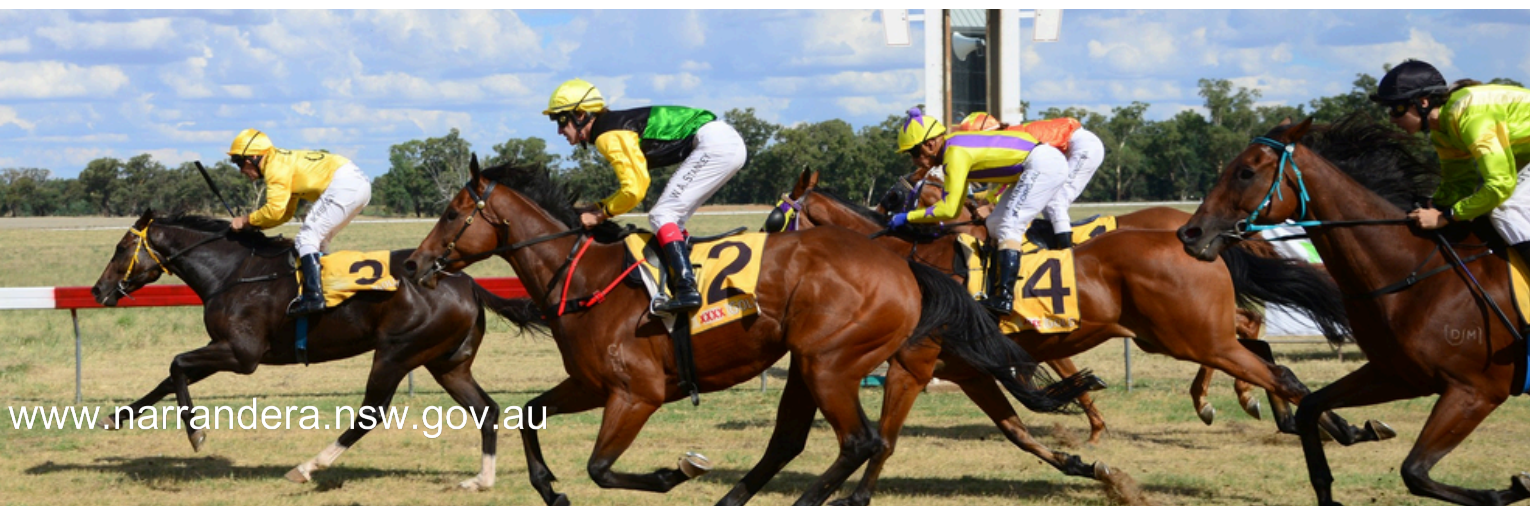
## UPLOAD ARTWORK

Submit final artwork according to the provided specifications and instructions.

## DISPLAY PERIOD

You may suggest start and end dates, but Council may adjust based on content volume and scheduling needs.

Emergency notices will take precedence and may affect display times.





# Design and Style Tips



## tone and language

Use clear, concise, and inclusive language. Avoid jargon and technical terms. Ensure community friendly communication.



## design

Use high contrast colours for readability. Keep text minimal, focus on key information (event name, date, location). maintain clean layout with sufficient spacing.



## typography

Use sans-serif fonts (e.g. Arial, Helvetica). The minimum recommended font size is 24pt. Limit font styles to a maximum of two.



## images

Use relevant, high quality images. Avoid blurry or pixelated graphics. Ensure all images are copyright-cleared.





# Contact and Support

## WEBSITE ENQUIRIES

Use the submission form available on Council's website. Council staff will contact you with an outcome and next steps.

## GENERAL CONTACT



**Email:** [council@narrandera.nsw.gov.au](mailto:council@narrandera.nsw.gov.au)



**Phone:** (02) 6959 5510

