

## HELENA CIVIC CENTER ELECTRONIC MESSAGE BOARD

**IMAGE SIZE** 144 Pixel wide X 56 pixel high If you have desired colors, please list below:  
**IMAGE TYPE** JPG, BMP or PNG  
**TEXT AMOUNT** 4-6 screens maximum  
**TEXT SUGGESTIONS** Promoter, Event name, date and time, phone # or ticket info

Example:



**Your Text:**

Screen 1	Screen 2	Screen 3	Screen 4	Screen 5	Screen 6
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## HELENA CIVIC CENTER WEBSITE

**IMAGE SIZE** 300 pixel wide x 200 pixel high is recommended, other sizes may be cropped  
**IMAGE TYPE** JPG or PNG

Example:



**Your Text:**

Provide an image as specified above or request a stock image	HEADING	
	Line 1	
	Line 2	
	Line 3	
	Line 4	
	Line 5	
	Line 6	

To link a website or email, underline the text above and provide the link: \_\_\_\_\_

## BENTON ROAD SIGN

Clients may hang a sign on the hooks provided. The open dimensions are 54" wide x 57" high.  
 A sign may not be hung until the Monday prior to your event or until the previous event has completed.

## POSTERS & FLYERS

You may display a poster (18"x24" or smaller) on the board in the lobby. Flyers 1/4 page or smaller may be placed at the box office. We cannot print these for you. Posters and flyers may be mailed to 340 Neill Ave, Helena MT 59601.

## HELENA CIVIC CENTER SOCIAL MEDIA

We may promote your event on Social Media. Please tag us in your social media posts before or during events.



- I authorize the Helena Civic Center to promote my event on the Marquee, Website, and social sites.
- I would like to opt out of all promotionals.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*Images and text must be submitted 4-6 weeks prior to your event in order to be promoted\*\***

**It is the responsibility of the promotor to provide text and images**

**Change requests may incur an additional cost to the client**

Questions? Please call the Civic Center Administration Office at 406-447-8481

**\*\*Civic Center Management retains the authority to edit all text and images for size and appropriate content\*\***