

CAPITOL CIVIC CENTRE MARKETING SUPPORT OPPORTUNITIES *Updated May 1, 2015*

THE MARQUEE AND BOX OFFICE MONITOR: Your event/performance will be promoted on the digital marquee and Box Office monitor in rotation with all other scheduled events/performances. **Please provide all pertinent images, logos, and special content/performance description to the Marketing Director at least four weeks prior to the show date.** The Marketing Director and Marquee Artist will prepare digital visuals for the marquee at no charge to you. On show day, your event will have exclusive presence on the marquee!

CCCSHOWS.ORG: Your event will be marketed through our website. Ticketed events will be promoted with a front-page slider that will link to event/performance information on the interactive calendar and the online ticket-purchasing system.

FACEBOOK.COM/CAPITOLCIVICCENTRE: The Capitol Civic Centre maintains a presence on Facebook. When appropriate and possible, your event will be part of the conversation (or tagged) as part of our ongoing conversation with those who “like us” on Facebook.

COMMUNITY VOICE: We will promote your event/performance in our conversation on local radio programs, at service club presentations, and every appropriate public relations opportunity.

MARQUEE MEMBER NEWSLETTER: The Marquee newsletter is an additional means that we will provide market support your event. Every effort will be made to include your information in the newsletter.

CAPITOL CIVIC CENTRE PLAYBILLS AND HANDOUTS: You can promote your event at a Capitol Civic Centre production, through inserts in our playbills or with handouts. **These must be approved, in advance, by the Marketing Director** and distribution detail will be communicated to our show staff.

MERTENS FAMILY LOBBY/KADOW MOVIE MUSEUM WINDOW DISPLAY: The south window of the MFL/KMM is available to help promote your event/performance. Requests to use this space will be granted based on inquiries made to the Marketing Director. In the event that there is duplicate request, the Marketing Director will work with all involved parties to coordinate the schedule and make every effort to accommodate all requests for exposure. For weekend (Friday, Saturday, or Sunday) performances, displays should be removed the following Monday, by 4 p.m.; weeknight performance displays and materials should be removed by 4 p.m. the following day. Displays will be installed and removed (by the presenting group) during normal Box Office hours. **PLEASE NOTE: All displays must be free-standing and may not be attached to any structure.**

BOX OFFICE/ADMINISTRATIVE OFFICE POSTERS: The Box Office and the Administrative Office will display a poster of your event/performance. **Any other requests for displays throughout the Capitol facilities should be coordinated, in advance, with the Marketing Director.** The Box Office will include your event/performance on the Performance at a Glance flyer and the Upcoming Events display above the Box Office windows.

EXTERIOR POSTER BOX: You may choose to provide a full-size poster for the window box (contact the Marketing Director for dimensions and image area). If this isn't possible, please provide three to five regular-sized posters and staff will display these as a collage.

In order to maintain our facilities, as well as a sense of fairness, no presenter will distribute, post, or exhibit any advertisement, publication, display, or other visuals on the Capitol Civic Centre premises without the prior consent of the Capitol Civic Centre's Marketing Director. The removal, editing, obstruction, and movement of Capitol Civic Centre and other presenter's marketing materials, anywhere in the Capitol Civic Centre facility, is strictly prohibited.