



## **Event Listing Criteria and Guidelines for VisitDowntownMebane.com**

The following document outlines Downtown Mebane Development Corporation's (DMDC) policy regarding the listing of events on the VisitDowntownMebane.com visitor-facing website and promotion by DMDC of events on social media.

VisitDowntownMebane.com is the visitor-facing website for the DMDC. The purpose of this site is to showcase Downtown Mebane's mix of activities and experiences that may be of interest to visitors.

The site is maintained by the DMDC, and any event listings are at the discretion of the DMDC. An event listing will be declined if it is found to not comply with this policy or is considered not relevant or inappropriate.

To be considered as an event listing on the VisitDowntownMebane.com website it must:

- Be an event open to the public.
- Be one-time or infrequent major events.
  - Some examples –
    - YES to annual sidewalk/tent sale that occurs once or twice a year, NO to weekly sales;
    - YES to event-specific dining events (like Valentine's Day Dinner), NO to daily specials
- List specific dates(s), time(s), and location(s).
- Have contact information listed including Name, Phone Number and Email.
- If a ticketed event, there must be clear information or a URL link where tickets can be purchased.
- Must include a picture or image that can be used to list and market the event. The file type should be a JPG or PNG.
- Events can be submitted online at VisitDowntownMebane.com
- DMDC may choose to edit the content submitted for the listing and maintain editorial control. All events are listed at their discretion. This is a free event listing, but you must submit a listing request to be considered.
- Once submitted, events may take up to 5 days to be approved and posted.