



## Coos Bay Visitor Information Center Reader Board Policies

The Reader Boards on the North and South sides of the Coos Bay Visitor Information Center are the property of the City of Coos Bay and the Coos Bay- North Bend Visitor and Convention Bureau and shall be managed by the Visitor Center Manager. Criteria for information to be posted on the reader boards is as follows:

### General Information

To have an event included on the reader board at the Coos Bay Visitor Information center, send an email to Cheryl Crockett, Visitor Center Manager at [cheryl@oregonsadventurecoast.com](mailto:cheryl@oregonsadventurecoast.com) with your event's information. Make sure to include the Who, What, Where, and When of your upcoming event. Information should be sent at least TWO WEEKS in advance of the event or Festival you are publicizing. The more lead time the better. Your event will run for 1-2 weeks ahead of the event. Please note, space is limited on the reader boards and only the most salient points will be included.

### Geographic Area

Coos Bay, North Bend, Charleston, Hauser, Lakeside

### Message Types

These are the types of messages, events and organizations that **ARE ALLOWED** on the Visitor Information Center Reader Boards:

1. Non-Profit organization events
2. Community Service events such as beach clean-ups, fundraisers, and educational activities
3. Festivals
4. Public and community service announcements
5. "Welcome" messages to conference and convention groups, sporting events and tournaments

Messages, events or organizations that **CANNOT** be placed on the Visitor Center Reader Boards:

1. Commercial / For Profit Business advertisements, including events for the sole purpose of gaining new clients/business
2. Political messages
3. Personal Information/messages
4. Business or employee recruitment advertisements