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**Guidelines to uploading your event**

Arts Access Aotearoa’s website is part of the Flightdec Communities platform and when you post your event on this website, it will be broadcast to other websites on the platform. Therefore, it’s important you read [Helpful information and terms for posting events](http://cdn-flightdec.userfirst.co.nz/uploads/sites/mothersite/files/PDFs/post_your_event.pdf), found under the Enter Your Event heading.

Here are some additional tips and requirements specific to Arts Access Aotearoa’s events calendar.

1. The “Event Intro” should be a maximum of two sentences and no more than 60 words. It should answer the basic questions: Who? What? When and Where?

2. The “Event Content” should be no more than 150 words. We recommend you repeat your introduction in the content.

3. Under the “Accessibility” field, please state if the venue is wheelchair accessible, has an accessible toilet and mobility parking nearby. This is vital information for Arts Access Aotearoa’s readers and is best practice for everyone.

4. The image you use to represent your event will automatically resize to a square when it appears on the Events listing page.

5. Your listing will be moderated by Arts Access Aotearoa before it goes live. For any queries, please contact Iona (E: [iona.mcnaughton@artsaccess.org.nz](mailto:iona.mcnaughton@artsaccess.org.nz)

T: 04 802 4349).

Thank you for your event listing. We will endeavour to post your event within three working days. For more information, resources and a list of organisations to which you could market your event, check out the [Access services directory](http://artsaccess.org.nz/Access+services+directory) on Arts Access Aotearoa’s website. You can also contact Stace Robertson, Access, Inclusion and Participation Advisor (E: [stace.robertson@artsaccess.org.nz](mailto:stace.robertson@artsaccess.org.nz) T: 04 902 4349).