

Digital Community Noticeboard Submission Guidelines

Narrandera Shire Council welcomes submissions for display on the digital community noticeboards. These noticeboards provide timely, relevant, and community-driven information to residents and visitors, promoting events, programs, and services that enrich our region.

Please review the following guidelines and style requirements to ensure your notice is eligible and appropriately presented.

Eligibility Criteria

Submissions are free but must meet the following eligibility conditions.

Eligible Submitters:

- Not-for-profit organisations
- Sporting clubs
- Community groups
- Service clubs

Not Accepted:

- Content promoting commercial products, services, or businesses
- Private or member-only events

What Can Be Promoted?

We welcome content related to:

- Community-led events and programs
- Local sporting events or open days
- Health and wellbeing promotions
- Skill development or educational opportunities
- Arts, crafts, and cultural initiatives
- Council services and updates
- Tourism and visitor information
- Community support and welfare initiatives
- Inclusive and accessible activities

Display Duration and Resubmission

- You may nominate preferred start and end dates, however final scheduling is subject to Council discretion based on volume and availability.
- For one-off events, notices will typically be displayed 2 to 4 weeks before the event.
- For annual or recurring events, submissions must be resubmitted each year for review and approval.
- Approved annual events will be shown only in the lead-up to the event, not year round unless specifically requested.

Emergency and Priority Notices

- Emergency or urgent Council notices may override scheduled content (e.g. public safety alerts, health warnings).
- Displaced content will be rescheduled where possible, but this cannot be guaranteed.

Artwork Specifications

Narrandera Destination and Discovery Hub

Width: 1057mm

Height: 1453mm

East Street Narrandera and Yapunyah Street Barellan

Width: 685mm

Height: 1220mm

Accepted File Formats: JPEG, PNG, or MP4 (for animated/ video content)

Video Submissions: Maximum recommended length is 30 seconds.

All artworks should be:

- Clear, legible, and high-resolution.
- Optimised for digital screen display.
- Free of excessive text or small fonts.

Submission Process

Complete the Webform

Visit the Narrandera Shire Council website and navigate to the Digital Noticeboards page. Use the online submissions form to enter your details, including:

- Your name
- Organisation (if applicable)
- Contact email
- Notice content and display dates

Await Council Review

A staff member will respond to your enquiry with an outcome. If approved, you'll receive further instructions for submitting the final artwork.

Artwork Upload

Once approved, follow the provided instructions to upload your artwork in the correct sizes.

Display Period

You may nominate start and end dates. However, display periods may be adjusted based on content volume and Council discretion.

Review and Approval

- All notices are reviewed for relevance, clarity, quality, and alignment with Council and community values.
- Council reserves the right to edit, postpone, or reject content that does not meet these standards.
- Emergency notices will take priority over scheduled content.

Style Guide for Submissions

To ensure consistency and readability, please follow these guidelines when preparing your notice.

Tone and Language

- Clear, concise, and community orientated.
- Avoid jargon or overly technical language.
- Use positive, inclusive language.

Design

- Use high-contrast colours for readability.
- Keep text to a minimum – focus on key information (event name, date, location).
- Avoid clutter; leave adequate spacing between elements.

Typography

- Sans-serif fonts preferred (eg. Arial, Helvetica).
- Minimum font size of 24pt recommended.
- Limit to 2 font styles per design.

Images

- Use high-quality, relevant imagery.
- Avoid blurry or pixelated graphics.
- Ensure any photographs are copyright-cleared.

Contact and Support

For general enquiries or assistance with your submissions:

Website Submission Enquiries

Please use the webform on the Narrandera Shire Council website. A staff member will be in touch with the outcome and next steps.

General Contact

Email: council@narrandera.nsw.gov.au

Phone: (02) 6959 5510