

DUNSTABLE TOWN COUNCIL **DUNSTABLE ‘WHAT’S ON’ WINDOW**

GUIDELINES FOR USE

The Dunstable What’s On Window is provided for the sharing of information of public interest.

We would appreciate it if you could take a few moments to look at the following guidelines for use.

- Please send your content for the LED screen to either jemma.candy@dunstable.gov.uk or Annette.clynes@dunstable.gov.uk
- Please make sure that your content is suitable for the LED screen (landscape orientation, 9:16 aspect ratio, no bigger than 1920 x 1080 px).
- The window is updated once a month, at the beginning of the month. Therefore, if you have an event very early in the month, then it would be best to request content in the window the month before. For example, if your event is on 4 January, it would be best to advertise this event in December.
- While we understand that it may be difficult to make your content the exact dimensions of the window, please make sure that your content is in landscape orientation. We get submissions of A4 posters quite often, and while these look amazing, they are not visible from the road, even when sized up, as the content isn’t filling the space of the screen.
- Any of the following file formats are acceptable for use in the LED screen:
 - .JPG files
 - .PNG files
 - .PPT
 - .MP4
 - .MOV
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- Please do not stick posters, flyers etc directly to the window.

Thank you for your co-operation
Dunstable Town Council
01582 513000