



Vancouver Asian Heritage Month Society  
Community Partners Guidelines  
Events taking place outside of *explorASIAN* Festival 2016

The Vancouver Asian Heritage Month Society (VAHMS) is both a community builder and bridge builder. For 19 years, we have successfully brought the Pan-Asian Community and others together to share in unique intercultural events, during the month of May and throughout the year. As a group of dedicated volunteers, together we can bring strength, harmony, education and understanding.

As a non-profit society, we provide a free service to support our cherished community partners, promoting your events through our *explorASIAN* channels. VAHMS, at its discretion, will promote your events through any of our *explorASIAN* promotional channels.

## Guidelines

In order to make the community partnership successful for all, please use the following guidelines:

- We will accept posters for the VAHMS website for events taking place at other times of the year, excluding Asian Heritage Month (May) **10 days before** the requested event - please have the format of images in JPG.
- Events should be accessible to everyone in the community; please ensure there are English translations or explanatory remarks in English for your program.
- Provide reciprocal publicity by using the attached *explorASIAN* logo in all your promotional materials.
- Provide VAHMS with complimentary tickets to your event when possible.

## **Submission Instructions**

Please send poster to VAHMS coordinator, Eleanor Munk, at **office.vahms@gmail.com** **10 days before the event**. Someone from VAHMS will get back to you for further discussion as necessary.

Along with the poster, please complete the following information so that we may contact you as needed:

Event Title:

Venue Name:

Date:

Contact name:

Email:

Confirm Email:

Description:

Website:

Thank you for your interest and collaboration with VAHMS.