



PORT THEATRE E-BLAST POLICY

For Ticketed Rental Clients

Updated: November 12, 2024

As a complimentary service, the Port Theatre sends **one e-blast per program** on behalf of the rental client to our database of over 10,000 active addresses.

- A program is defined as a show or collection of shows that take place within a 7-day period.
- The Port Theatre must receive all materials from the client 2 weeks before the e-blast is scheduled. This includes:
 - One image – 1056 pixels wide x 480 pixels high
 - Event description
- The Port Theatre Society has final approval on all e-blasts. We have the right to decline if the materials for any reason, including but not limited to late submission, offensive nature, or conflict with the values and expectations of The Port Theatre Society, its policies, and/or the [Canadian Code of Conduct for the Performing Arts](#).

For additional information, please contact our Booking Coordinator, Mya Wilson.

Mya Wilson

Booking Coordinator

Port Theatre Society

250-754-4555 (ext. 302)

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