



# meeting room style guide:

Promotional requirements for private events and meetings

Thank you for booking your meeting with us.

The following is required on all promotional materials, including websites, digital and print advertising, social media, blogs, flyers and posters, press releases and emails.

- This event is NOT hosted, sponsored, or endorsed by The Seattle Public Library
- Any views that are discussed in this meeting are not a reflection of The Seattle Public Library's views

Examples of how to promote your event on social media.

## do this

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facebook



twitter



- Only include the Library's name when listing the address.
- Do include the disclaimer copy.

## don't do this

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- Do not use The Seattle Public Library's name unless you are listing the address.
- Do not tag us in your social media posts.

Examples of how to promote your event on printed or digital ads and posters.

## do this



**Float On Over, Seattle!**  
"KeeKee's Big Adventures in Paris, France"  
A brand new children's picture book for ages 4 to 7 years

**Book Launch Event & Party** [KeeKeesBigAdventures.com](http://KeeKeesBigAdventures.com)

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## don't do this

**Float On Over, Seattle!**  
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**Book Launch Event & Party** [KeeKeesBigAdventures.com](http://KeeKeesBigAdventures.com)

- Storytime with the Author
- Face Painting
- Coloring Pages
- KeeKee Tattoos
- Treats & Refreshments

- Do not use the Library's logo.

For additional questions or clarifications please contact us at [eventservices@spl.org](mailto:eventservices@spl.org)