



Advertisement and Announcement Policy

Policy number	ISDAAP1300	Version	V1a
Document number	GOV001	Approved by Executive Management on	02/12/2017
Responsible person	President	Scheduled review date	

INTRODUCTION

Businesses, societies, communities and individuals increasingly use posters, flyers banners and or announcements to advertise different materials. This policy regulates advertisement to ensure it is in the best interest of the Islamic Society of Darwin.

PURPOSE

The policy is in place to protect the best interest of the society as well as the general Muslim community and to avoid misuse of the premises.

CORE POLICY

The advertisement or announcements on the premises of the Darwin Islamic Centre shall be consistent with the following core values:

- Integrity: The advertisement or announcement will not knowingly publicise incorrect, defamatory or misleading information about the Islamic Society of Darwin's work, the work of other organisations, or individuals. In addition, the advertisement or announcement will be in accordance with the organisation's Copyright and Privacy policies.
- Purpose: The purpose of the advertisement or announcement on the premises of the Darwin Islamic Centre will be for the benefit of the Islamic Society of Darwin's objects and purposes.

SPECIFIC POINTS

1. No advertisement should be displayed in the Darwin Islamic Centre premises without the written permission from the Executive Management.
2. Posters and flyers may be posted at the Darwin Islamic Centre only in the authorised areas.
3. All advertising must bear the name of the sponsoring group(s) and a contact person and e-mail address for more information.
4. Posters placed in inappropriate locations at the Darwin Islamic Centre will be removed at the discretion of the Executive Management.
5. If inclement weather makes the appearance of the posters disreputable Facilities has it within their authority to remove the posters.
6. Postings are not permitted on building walls, exterior or interior. Use designated bulletin boards only.
7. Postings are not allowed on any entrance/exit/doors, fences, trees, pavement, light posts, street signs, or trash cans.
8. Postings are not allowed in toilets and bathrooms.

ISD Policy & Procedures



9. Leaflets or flyers may not be distributed inside or outside of the parking areas or be placed on automobiles.
10. Distribution of handouts, flyers or posters after Friday prayers or during any other time on/in the premises is not permitted.
11. Electronic version of the posters on designated TVs in the Mosque.
12. No postings should have any promotion of forbidden/haram items/ideas. This includes any postings of un-covered women, or immodest postures.

Posters General Rule

- No more than two total Poster (maximum size of A3)
- No monetary collections Posters until approved by management.
- Postings should avoid damaging the surfaces on which they are affixed or interfering with their operation.

Friday Announcements

- I. All announcement requests must be received in writing by Wednesday 5.00 pm in order to make it to that week's Friday announcement.
- II. Friday announcements maybe made by the Imam and/or designated member of the Executive Management.

Other Announcements

- I. Emergency announcements like new-born, hospitalization, accident, death, and request for du'a can be made only with the permission of a member of the Executive Management.
- II. Other announcements apart from those stated above require prior approval from the Executive Management.
- III. Approved announcements will be made by Executive Management member. Requester can also be assigned to make announcements but only with prior approval of Executive Management.

AUTHORISATION

Signature of Executive Management Secretary

____/____/____

Date of approval by the Executive Management
the Islamic Society of Darwin



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DEFINITIONS

“Darwin Islamic Centre” means all the premises located at 53 Vanderlin Drive, Wanguri. This includes the Darwin Masjid, the Islamic Community Hall, the carpark, walkways, veranda, playground.

RESPONSIBILITIES

The Executive Management will co-ordinate with advertisers.

AUTHORISATION

Signature of President: _____

Name of President: _____

Date: ____/____/____

