

# ★ Vidikovac Community Event *Partnership* Guidelines

## **Purpose:** Expectations & Requirements

We love supporting non-profits and building a vibrant community in Belgrade! To ensure a seamless collaboration, we require strict adherence to the following operational, promotional, and security guidelines for all hosted events. If you are interested in partnering with us, please review the expectations outlined below.

## 🕒 1. Timing & Logistics

- **Event Window:** Events must take place strictly between 18:00 and 21:00.
- **Setup & Wrap-up:** All setup and clean-up must fit entirely within this 3-hour window. The space must be vacated promptly at 21:00.
- **Condition:** You are required to leave the space in the exact condition you found it.

## 📣 2. Marketing & Social Media Requirements

As part of our partnership agreement, digital promotion is required. You must:

- **Pre-Event Promotion:** Publish at least one dedicated post or story sequence across your active channels prior to the event.
- **Tags & Mentions:** Tag Vidikovac's official accounts in all promotional text and graphics.
- **Social Links:** [LinkedIn](#) | [Instagram](#) | [Facebook](#)
- **Location Pin:** Tag our [Google Maps location](#) in your event invites and post-event recaps.

## 🎫 3. Ticketing Requirements (Luma, Eventbrite, etc.)

If you are using a registration platform, you must:

- **Venue Name:** List **Vidikovac** clearly as the venue name.
- **Website:** Include a direct hyperlink to [vidikovac.space](https://vidikovac.space) in the event description.
- **Co-Host Status:** Add Vidikovac as a co-host on the ticketing platform.

## 🛡️ 4. Security & Attendee Lists

For building security and safety regulations, anonymous entry is not permitted.

- **The Guest List:** You must email a final list of registered attendees (First and Last Names) to us no later than 3 hours before the event starts.
- **Privacy Notice:** You must include a note on your registration page informing attendees that their names will be shared with the venue for building security purposes.

## 👉 Next Steps: Finalizing Your Booking

If you are interested in moving forward, this document serves as our baseline for expectations. To lock in your date on our master calendar, simply reply to this message confirming your compliance with these terms.

- **For any requests, adjustments, or questions, please reach out directly to:** [hi@vidikovac.space](mailto:hi@vidikovac.space)

*The Vidikovac Team*