**EVENT INFO FORM A – WEB LISTING ONLY**

**Please complete and return your form to** [**marketing@whatsonwestsuffolk.co.uk**](mailto:marketing@whatsonwestsuffolk.co.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Spektrix: Basic Details** | **Title of Event**  – Max. 32 characters incl. spaces |  | | | | | |
| **Short Blurb**  – Max. 200 characters incl. spaces  – Must include the name of venue and town or venue (e.g. “Join us at Moyse’s Hall Museum, Bury St Edmunds for a night of…”)  – The short blurb is the brief description visible on the What’s On page |  | | | | | |
| **Event Image**  – Jpeg, 400 x 250 pixels, landscape. Please attach separately |  | | | | | |
| **Event Genre**  – Please highlight the genre that is most appropriate for your event, or ignore if none are suitable. | Family | Outdoor | Exhibitions | Music / Theatre | Historical | Workshops / Clubs |
| **Name of Venue** |  | | | | | |
| **Address of Venue** |  | | | | | |
| **Time & Date of Event**  (e.g. 10am-5pm, Monday 22 December 2014) |  | | | | | |
| **WEBSITE EVENT PAGE CONTENTS**  The below sections (Longer Blurb, Extra Info & Booking Info) will together make up the contents of your event web page within the website  WOWS reserves the right to cut or edit copy to suit the purposes of the website and publications | | | | | | | |
| **Spektrix: Website** | **Longer Blurb (if required)**  – Max. 600 characters incl. spaces  – If you don’t want to go into more detail about your event than you have in the short blurb section, above, just leave this field blank |  | | | | | |
| **Extra info (if required)**  (e.g. please wear suitable clothing, duration of event/show, suitable for ages 3+, all children must be accompanied by an adult, parking info etc) |  | | | | | |
| **Booking info**  **Times:** (e.g. 10am-5pm, Monday 22 December 2014)  **Tickets:** (e.g. £5 per person, or free admission, or £5 Adults | £3 Children & Senior Citizens)  **Booking:** (e.g. Booking essential – telephone number or email address or web url / Booking advisable – telephone number or email address or web url / No booking required)  **Venue:** (e.g.Moyse’s Hall Museum, Bury St Edmunds)  **This event is promoted by** (e.g. your organisation name/venue name) | Times:  Tickets:  Booking:  Venue:  This event is promoted by | | | | | |
| **YOUR CONTACT DETAILS** | | | | | | | |
|  | **Name of Organisation** |  | | | | | |
|  | **Address of Organisation**  – Full address incl. postcode |  | | | | | |
|  | **Contact Name** |  | | | | | |
|  | **Contact Telephone Number** |  | | | | | |
|  | **Contact Email Address** |  | | | | | |

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A small charge may apply to list your event; we will contact you on receipt of your submission to advise you of any cost and you can then decide if you wish to proceed. A typical cost for an event listing is £10 per event for charities and £20 per event for non-charities.