 **EVENT INFO FORM B – WEB LISTING WITH TICKET SALES**

Please complete and return your form to marketing@whatsonwestsuffolk.co.uk

|  |  |  |
| --- | --- | --- |
| **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. Moyse’s Hall Museum, Bury St Edmunds)– The short blurb is the brief description visible on the What’s On page  |  |
| **Event Date**(e.g. Monday 12 January) |  |
| **Event Time(s)**(e.g. 10am-5pm or 7.30pm) |  |
| **Event Image** – Jpeg, 400 x 250 pixels, landscape.Please attach separately.  |  |
| **Event Genre**– Please highlight the genre most appropriate for your event, or leave blank if none are suitable. | Family | Outdoor | Exhibitions | Music / Theatre | Historical | Workshops / Clubs |
| **Name of Organisation**  |  |
| **Name of Venue** |  |
| **Address of Venue**   |  |
| **Spektrix: Instances** | **Event Date(s)**(e.g. Monday 12 January) |  |
| **Event Time(s)**(e.g. 10am-5pm or 7.30pm) |  |
| **Tickets**– Please add ticket prices in as appropriate | General: | Adult:  | Senior Citizen:  | Heritage Ticket: *(Moyse’s & West Stow only)* |
| Child:  | Reg. Disabled:  |
| Students:  | Family Ticket:  |
| **Event Capacity** |  |
| **On Sale Date**(e.g. ASAP, or on/after a particular date) |  |
| **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 websiteWOWS 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+, no food provided – please bring a picnic, 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 £5 Adults | £3 Children & Senior Citizens )**Booking:** (e.g. Booking essential / Booking advisable)**Venue:** (e.g.Moyse’s Hall Museum, Bury St Edmunds)**This event is promoted by** (e.g. your organisation name)  | Times: Tickets: Booking: Venue: This event is promoted by  |
| **YOUR CONTACT DETAILS** |
|  | **Name of Organisation**  |  |
|  |   |  |
|  | **Contact Name**  |  |
|  | **Contact Telephone Number**  |  |
|  | **Contact Email Address**  |  |
|  | **Bank Details**– So that we can make a BACS payment straight to your account |  |

**Please complete and return your form to** **marketing@whatsonwestsuffolk.co.uk** **a minimum of 6 weeks before you want your event to go on sale. Some additional paperwork will be required.**

We will contact you on receipt of your submission to confirm the charges involved and provide the additional paperwork, which if you wish to proceed you’ll need to return.