**Whats On West Suffolk – Event Listings**



**You are welcome to submit your event(s) for listing on** [**www.whatsonwestsuffolk.co.uk**](http://www.whatsonwestsuffolk.co.uk)

**Please complete the appropriate form and return to** **marketing@whatsonwestsuffolk.co.uk**

There are two options available: event listing only, or – if your event is ticketed and you are charging an admission – we can also manage your Box Office for you if you wish, selling tickets to your event both online, by telephone and in person at The Apex for a small charge. As a trusted partner we will then pay out the proceeds to you quickly and efficiently.

**Event listing only:**

If you just want us to list your event, please fill in and return Event Info Form A – web listing only.

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.

**Event Listing with Box Office:**

If you would also like us to sell tickets to your event, please fill in and return Event Info Form B – with Ticket Sales a minimum of 6 weeks before you want your event to go on sale. Some additional paperwork will be required.

In addition to the event listing fee (as per event listing only, above), a Box Office set up fee of £10 per event is payable in advance. If ticket sales income exceeds £100, this will be refunded and added back into the ticket sales income payable to you.

A ticket sales commission of 12.5% will be payable on each ticket sold, and you will be advised of this prior to any event listing being accepted.

**WOWS (which is owned and managed by St Edmundsbury Borough Council) reserves the right to refuse an event listing that we may feel is inappropriate.**