

Event & Exhibition Promotion Form

Although promotion of your booking ultimately lies with you, the booker, the Arts Club does offer some opportunities to help where it can.

We understand that at the time of booking you may not know all the details regarding start times, price of entry et cetera, however if you fill this form in at your leisure and return it to the House Manager we can ensure your booking gets included in the monthly newsletter, added to the 'Events' section of our Facebook page and uploaded to the 'What's New' section of the Club's website.

If you also include up to 3 A4 posters we can display them on the notice boards both inside and outside the club itself.

Details of booking

Title of event/exhibition	
Dates	
Start and finish times	
Short Description	
Entry price	
No. of posters included	

Please send posters or pictures in digital format (.jpg or .gif) to
bookings@stivesartsclub.org.
These can be used on the Arts Club website and Facebook pages.

Details of person in charge of event/exhibition promotion

Name	
Contact details	

Terms & Conditions

By signing you acknowledge that the Arts Club does not take responsibility for promotion of your booking and inclusion within the aforementioned websites and newsletter are at the Club's discretion.

Please sign here	
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Please return this form and any posters included to the House Manager or post through the Arts Club's office door.

Thank you!