



## PUBLIC RELATIONS AND PROMOTIONS INFORMATION

Information on this form will be posted to PUBLIC calendars, listings, and phone requests, as well as used by the facility for our archival records. Please enter details accordingly.

EVENT TITLE: \_\_\_\_\_

PRESENTED BY: \_\_\_\_\_

EVENT DATES: \_\_\_\_\_

EVENT TIMES: \_\_\_\_\_

TICKET PRICES: \_\_\_\_\_

TICKET PURCHASE LOCATIONS: \_\_\_\_\_

\_\_\_\_\_

***(Please remember, the following information will be released for public use and published on printed calendars, websites, guides, releases, social media, etc.)***

Don't forget to submit  
your event logo!

P.R. CONTACT PERSON(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

DESCRIPTION OF EVENT (attach additional pages if necessary): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SPONSORS/AGENCIES: \_\_\_\_\_

\_\_\_\_\_

THIS EVENT IS OPEN TO THE PUBLIC: YES \_\_\_\_\_ NO \_\_\_\_\_ SUGGESTED 'RATING' \_\_\_\_\_

ADDITIONAL INFORMATION: \_\_\_\_\_

\_\_\_\_\_

SOCIAL MEDIA (Facebook, Twitter, Blogs, etc.): \_\_\_\_\_

\_\_\_\_\_

Please do not advertise your event until after the Verification Letter and Event Rental Estimate have been signed. You may need to adjust event details (i.e. times, dates, ticket prices) to accommodate theatre availability or to cover costs you may not have considered.