# Website & Social Media

# For more Ticket Sales

**Contact Name for more info?**: Click to enter text. **Email:** Click to enter text.

**Phone**: Click to enter text.

**Title of Event: *(Best to use the artists name at the beginning of the title)***

Click to enter text.

**Date:** Click to enter text. **Start & End Time:** Click to enter text.

**Doors normally open to the public 1 hour prior to the start**

**of the show. If you have a different request please ente*r.***

**Doors Open to Public:** Click to enter text. **Appropriate for AGE?:** Click to enter text.

**Ticket Prices:** Click to enter text.

**Keyword Phrases:** *separate* ***keyword,*** *and* ***key phrases*** *with a comma + space – DO* **NOT** *use All Capital Letters*

* ***Terms YOUR AUDIENCE (in THEIR LANGUAGE) would type into a Google Search to DISCOVER your event.***
* ***i.e.: Live Music, date of event, artist’s names, the music genre, Chicago theatre, famous song names, etc.***

Click to enter text.

## GOOGLE & Social Media Description: 150 characterMAXIMUM *-* including spaces:

* **This text will appear as the description in GOOGLE SEARCH.**
* ***Phrases are better than sentences****. Example:* Johnny Carson Show - 3/6/2016 - Live Comedy Event - One show only - Copernicus Center - Chicago - Limited VIP tickets

Click to enter text.

**EVENT DESCRIPTION:**

* **This MUST be AT LEAST 300 words (Google rules, not ours).**
* **Use as many keywords as possible, include the title of your event at the beginning & several times.** 
  + **Please double space between paragraphs.**
  + **Use sub-headings whenever possible: i.e. About Headliner + About Each Supporting Artist**

Click to enter text.

**Performer’s Name(s):** Click to enter text.

## Performer’s Links: (Facebook, Website, YouTube): *Please list as many as possible.*

Click to enter text.

**Event Producer(s):** Click to enter text.

## Event Sponsor(s) & Underwriter(s): Click to enter text.

**Video Link(s) – or send video file via Dropbox to** [**webadmin@CopernicusCenter.org**](mailto:webadmin@CopernicusCenter.org)**:**

Click to enter text.

# Pictures (for Website & Social Media): Click links for examples

* [Homepage](http://copernicuscenter.org): 150 x 150 px
* [Menu System](http://copernicuscenter.org/upcoming-events/): 300w x 200h px
* Main Event Poster: 550w px maximum (any length)
* [Image Embed for auto display](https://www.facebook.com/CopernicusCenter/) in Social Media: 555w x 290 px
* [Facebook Event Banner](https://www.facebook.com/CopernicusCenter/events) (click any event in list): 850w x 315 px (optional: Main Event Image will be used)

## We reserve the right to alter your image to fit our menu systems &/or use a “text only” image.

**IMAGE EDITING FEE(s):**  Images NOT “Upload Ready” (as described above) will incur an **Image Editing fee**.

* + altering, cropping, re-sizing, or **text embellishment** $20
  + Change AFTER the Event URL is published on our site $ 5

# Questions? Call Marleen: 412.366.7113

# Webmaster & Social Media

**Please email pictures & this form to:** [**webadmin@CopernicusCenter.org**](mailto:webadmin@CopernicusCenter.org)

Please save this document with a DIFFERENT name before emailing.

**Example**: Eform – Event Name.docx