# Event Form

# To sell MORE TICKETS, please complete this form with as much detail as possible.

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 **If the webmaster has questions, she needs your contact info:**

Your contact info here ►**Name: ►Email: ►Phone:**

 **TITLE OF EVENT** →

 **DATE**  →  **START & END TIME** Answer →

 **DOORS OPEN:** →  **APPROPRIATE FOR AGES?** Answer →

 **TICKET PRICES** Answer →

**DATE TICKET SALES BEGIN ---** AnswerASAP or incoordination with office

Answer →

**\***  (See #1 above) **EVENT DESCRIPTION – At least 300 words – (WHO, WHAT, ABOUT EVENT & Performers)**

Answer →

 **PERFORMER NAME(s)** →

 **PERFORMER’S LINKS: (Facebook, Website, Youtube)** →

 **EVENT PRODUCER NAME OF BUSINESS**  →  **EVENT PRODUCER LINK(s)** →

 **PRODUCER PUBLIC CONTACT INFO: (**PHONE & EMAIL**):** →

 **EVENT SPONSORS:** →

 **VIDEO LINK(s)**

Answer →

**\***  (See #3 above) **SHORT Description – Max 140 characters - including spaces – See this link for “Character counter”** [**https://www.lettercount.com/**](https://www.lettercount.com/)

Answer →

**\***  SEE #4 above - **KEYWORDS & SEARCH PHRASES - If a customer is searching for something to do, what phrases or words would they use to “find” your event in Chicago?**

Answer →

**FACEBOOK CO-HOSTS**

**Please list the Facebook link address for: Performers, Sponsors, and Producers.**

**Answer →**

* + - * **All co-hosts can edit, monitor, see stats, and post in the Facebook Event.**
* **An attractive “Join the Facebook Event” button image will be displayed on our website.** ☺

#  ADD A MESSAGE TO THE WEBMASTER:

# Answer →

# ++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++

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

* RESOLUTION: 100 or lower
* [Homepage](http://copernicuscenter.org): 150 x 150 px
* [Menu System](http://copernicuscenter.org/upcoming-events/) (Upcoming events page): 300 px wide x 200 px high
* Main Event Poster: 350 px wide maximum (any length)
* [Social Media Image - for auto display](https://www.facebook.com/events/1440578502915783/) 675 wide x 354 px

 **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(s) AFTER the Event URL is published on our site $ 5 per change

# Questions? Call our Webmaster Marleen: 412.366.7113 (home office)

ATTENTION PLEASE: Social Media & SERPS change very often. Please refer to the [**PRODUCER LINK**](https://copernicuscenter.org/eform/) for updates & possible new revisions to this document.