# Event Form

# Publish your event on our Website & Social Media for increased Ticket Sales

PLEASE – **DO NOT USE → ALL CAPS.** Use “Sentence Case”

**Your Name for ?’s if needed**: 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 & avoid using “the” “a” “an” ect. )***

Click to enter text.

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

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

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

**Keyword Phrases:** *separate* ***key phrases*** *with a comma + space – Please – no ALL CAPS*

* ***Use “natural language” phrases w/ 4 or 5 words which would be common in a Google or Alexa search.***
* ***i.e.: Freddy Knox concert in Chicago, Freddy Knox at the Copernicus Center, artist’s name tickets, Live (rock, jazz, K-pop, etc) music in Chicago, Theater events in Chicago.***

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****.*
* **Start with the → Title of the Event** *-* **try to use all 150 characters (includes spaces)**

Click to enter text.

**EVENT DESCRIPTION:**

* **This MUST be AT LEAST 300 words (A Google rule → Unless you don’t want your event to be found in searches).**
  + **Please double space between paragraphs.**

Click to enter text.

**Artist / 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) & Links:** Click to enter text.

## Event Producer PUBLIC contact info (phone & email): Click to enter text.

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

**Video Link(s):**

Click to enter text.

**→ or send video file via Dropbox or WeTransfer to** [**webadmin@CopernicusCenter.org**](mailto:webadmin@CopernicusCenter.org)

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

* [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: 400 px wide maximum (any length)
* [Social Media Image - for auto display](https://www.facebook.com/events/1440578502915783/) 675 wide x 354 px

## We reserve the right to alter your image for title visibility. Customers must easily read the Title on the 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 our Webmaster Marleen: 412.366.7113

**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