

**Nottingham Poetry Festival event submission form**

Hello there, thanks for taking the time to fill out this event submission form. **If you are submitting more than one event** then please copy and paste the table below and submit all events via this document.

This year, we are working to further promote all local acts and artists through our social media so, **please attach an image** or poster (hi res if possible, 5MB or thereabouts) **alongside this doc on your email** to support**.**Please ensure that you save this form with the title of **your event + Nottingham Poetry Festival Event Submission** as the file name. **Once completed, send this form to nottmpoetryfestsubs@gmail.com**

Any questions or problems please drop us a mail.

Many thanks, from all of us at the festival.

**Your event details:**

|  |  |
| --- | --- |
| Name of event organiser(s) |  |
| Contact details of event organiser(s) |  |
| Event host details (if different from organiser) |  |
| Name of event |  |
| Date of event |  |
| Venue |  |
| Venue Address |  |
| Event Start Time |  |
| Event End Time |  |
| Cost (if there is one.) |  |
| Online Ticket Link (if there is one, or if tickets will be available on the door please state this.) |  |
| 25 word event description |  |
| Facebook event: (if you’re doing one) |  |
| Your group website (if you have one) |  |
| Your group Social Media links (if you have them) |  |
| Poets/Performers website(s) |  |
| Poets/Performers social media links |  |
| Any other info you’d like us to have |  |
| Poster your event or picture of you/act(s) appearing: **(Please attach to your email.)** | |

Please take a moment if you can to follow our new instagram account @nottmpoetryfestival where we will be sharing your events, artist profiles and more. You can also find us on Facebook at Nottingham Poetry Festival, or on Twitter at @nottmpoetryfest