



Promotions Committee Request Form

(please note that we concentrate on ticketed events)

Date Submitted: ____/____/____ (please allow a minimum of 5 weeks before your event date)

Event Date: ____/____/____

Start Time: ____:____ am/pm

End Time: ____:____ am/pm

Committee Name: _____

Contact Person: _____

Mobile Number: ____ - ____ - _____

Email: _____

Are you on Facebook? y / n

If not, is someone on your committee on Facebook that can be a co-sponsor of an event page?

Event Title: _____

Event Description: _____

Event Beneficiary: _____

Ticket Prices - Pre-sale \$_____ Day of (Door) \$_____

What is the maximum number of tickets you hope to sell? _____

Are you selling hard (paper) tickets? y / n

Are you selling online tickets? y / n

(If yes, please ensure that your door staff at the event use smart phones for downloading the Eventbrite Organizer app to accept tickets purchased online. We will provide instructions.)

Do you need help writing a press release? y / n

Do you need help creating artwork? y / n

Will you be putting posters up for the event and need help with location suggestions? y / n

Do you need help posting your event on local online event calendars? y / n

Do you intend to purchase any advertising either online or in local print publications? y / n

If yes, what is your marketing budget? \$_____

Is there a particular demographic of people you wish to target market (i.e. age, interests, hobbies)?

Please return your completed form to danny@davismusicfest.com. If easier than scanning, simply take a picture of the completed form - or type the particulars into the body of an email.