



MARKETING FORM

*If you would like us to help promote your event, please fill out this form and return it.
See separate listing of the Marketing Opportunities for Renters.*

Please do not start promoting your event until your rental contract is signed and you have reviewed page five of the Usage Policy on Publicity and Promotion.

FUNCTION TO BE LISTED IN ALL PROMOTIONAL MATERIALS AS FOLLOWS:

Presenting Organization: _____

Event Name: _____

Description of Event: (This will be used on our website but may or may not be used in the printed calendar of events, depending on space.)

Event Date(s): _____

Performances Times(s): _____

Ticket Prices: _____

Palm Beach State College Student Discount: (if applicable) _____

Palm Beach State College Faculty/Staff Discount: (if applicable) _____

Phone Number to Purchase Tickets: _____

Are Tickets Available Online? No Yes Web Address: _____

Are Tickets Available in Person: No Yes Location/Hours: _____

Contact Name for Press: _____

Contact Phone: _____ Contact Email: _____

Date We May Begin Promoting Your Event: _____

Would you like an eblast for \$125 sent two weeks prior to help promote your event? No Yes

PHOTOS...to better promote your event, please send a JPEG photo (at least 400 pixels wide & 100 KB) to valcarcs@palmbeachstate.edu

POSTERS...please supply at least two 11x17" posters for display in our lobby and ticket office or you may send a file to valcarcs@palmbeachstate.edu and we will print them.

Please return this completed form:

Via email to: valcarcs@palmbeachstate.edu

Via fax to: (561) 207-5904

Via mail to: Palm Beach State College, Eissey Campus Theatre, 3160 PGA Blvd, Palm Beach Gardens, FL 33410