

## Event Publicity Form

- Please submit requests for event publications **at least five (5) calendar weeks** before the event date. Publication requests that are received past that deadline are not guaranteed to be completed in time.
- This form should be returned via email as a PDF to [egonzales12@twu.edu](mailto:egonzales12@twu.edu)

Contact Details	
<b>Person Requesting Information:</b>	
<b>Email Address:</b>	<b>Phone Number:</b>

Event Information		
<b>Performing Group:</b>		
<b>Date of Event:</b>	<b>Time Event Begins:</b>	<b>Time Event Ends:</b>
<b>Location:</b>		
<b>Ticket Information:</b>		
<b>Brief Description of Event:</b>		
<b>Items Needed:</b>		
Posters		
Program	<b>Quantity:</b>	
Covers Other:	<b>Quantity:</b>	
Artwork, Color, & Style Requests		

Poster design ideas should be included in the requests box above OR discussed with Eric when submitted. The one month deadline is enforced to allow for collaboration between design and marketing entities before going to print.

Information for programs should be submitted to Lori Richman at least 2 weeks prior to a performance in order to stay on schedule with outside printing vendors.

Publicity for performances includes production and display of posters in the music building, on campus, and around Denton (Penders Music, Discover Denton), social media event creation and maintenance, and online calendar postings through ArtAndSeek and Discover Denton.