

# TOTNES FESTIVAL

*3 - 12 September 2010*

**How to use this form – simply cut and paste all the questions into the body of an email, provide the answers and email it with your images as attachments to: [info@totnesfestival.com](mailto:info@totnesfestival.com)**

1. Title of Event:
2. Date of Event:
3. Category of event:  
(eg music: rock folk, jazz. Performance. Art. Outdoor. Sport. Food)
4. Start Time:
5. Finish Time:
6. Venue Address:
7. Contact details to go into Publicity Materials (name, address, postcode, telephone, email, website):
8. Contact details of applicant (if different):
9. Ticket Prices:
10. Please supply 50 words about your event:
11. Your entry on the website (up to 500 words!):
12. Images/logos for the printed programme must be 300dpi or 72dpi for web entry. Images can be emailed as attachments or sent on disk. Please list image file names for my event (for cross-reference purposes):
13. How will people get tickets?  
Tickets on the door  
Tickets through your own outlet (remember contact details)
14. How do you want to promote your event? (delete as appropriate)

- Listing (£10)(Comprising of:  
Name of Event, Date range, Category, Venue, Ticket prices, Times,  
Contact Name, Contact Tel, Contact Email)
- Enhanced listing as above but with 50 extra words (£15)
- Display Ad:  
Full Page(s)(£75 per page)  
Half Page(£40)  
Quarter Page (£20)

15. I want my ad to be incorporated into the Festival programme design scheme

Or

I will supply artwork (contact us for dimensions)

16. I will send a cheque for £                      to:–

Festival Treasurer  
12 Spring Hill Road  
Totnes  
TQ9 5RD

or

I need an invoice

NB Payment must be received in advance

17. I confirm that I will be responsible for obtaining all licences, carrying out health and safety risk assessments, arranging for appropriate insurance cover, and any other statutory obligations relating to my event. I will provide the committee with copies of licences and insurance certificates as soon as they are available.

**Deadline for inclusion in printed programme 28 May 2010**

Please return this form by email to:

[info@totnesfestival.com](mailto:info@totnesfestival.com)

Or by post to:

Festival Events  
12 Spring Hill Road  
Totnes  
TQ9 5RD