



Friday 31 May to Sunday 30 June 2019

EVENT ENTRY FORM

(if you have several events, please fill this in for one and then send basic copy for the others)

NB If you email it in, please also send hard copy with payment

Name of organisation

Address

Contact name(s)

Phone

mobile

email

1. Name of Event
2. Date(s)
3. Time(s)
4. Venue name &
Address and
Postcode and
Phone number

5. Ticket price(s)

6. Advance sales (if relevant) from:

7. DESCRIPTION OF EVENT (max 60 words)

NB: We reserve the right to edit the text for length or unsuitable content

8. In what category do you want this event listed?

Please put an "X" in the box beside which one category you choose.

<i>Example: Exhibition</i>	X
(a) Music – folk, jazz, rock and world	
(b) Music – classical, recitals	
(c) Music: - singing and choral	
(d) Theatre and dance	
(e) Exhibitions	
(f) Talks	
(g) Guided walks	
(h) Children and families	
(i) Film	
(j) Comedy	
(k) Food and drink	
(l) Events	

9. Relevant website addresses:

We will link them from our site and please link your sites to WEF.

www.

10. Social media accounts:

Facebook: @

Instagram: @

Twitter: @

Please note WEF's social media accounts and tag them where possible, so we can share your content:

Facebook: @WestEndFestival

Instagram: @westendfest

Twitter: @westendfest

TIP: Please also feel free to make WEF a co-host of your event on Facebook. You can do this by completing the co-host information when you are setting up event on Facebook.

WEF online advertising - new for 2019!

Would you like to advertise your event on WEF's Website and e-newsletter in addition to your listings? Please contact laura@aura-pr.com to discuss your requirements and we will tailor a package to suit your needs.

Further information

11. Entry Fees

The entry fee is £99 (which includes VAT @ 20%) for a ticketed or paying event, plus £49 for each extra event.

The fee is £69 inc VAT for a free or community event, plus £29 for each subsequent event. If you are in doubt what you should pay, please get in touch.

Terms and conditions are available on our website.

12. Payment

- Please pay via bank transfer:

Account: West End Festival

Account number: 00905712

Sort code: 80-07-52

Please ensure you use the name of your organisation as a reference

- Please make cheques payable to "West End Festival"
- Invoices will be sent with proofs in early April.

13. DEADLINE: Please make sure all copy and payment is received by 5pm on Friday 15 March 2018.

Send or hand in to: The West End Festival, The White House, Dowanhill Park,
Havelock Street, Glasgow G11 5JE
(inside little park with swings opposite Cottier Theatre)

Any queries: Tel 0141 341 0844
email: info@westendfestival.co.uk

www.westendfestival.co.uk

Thanks!

Michael Dale
Festival Director