



Event Proposal Form

Please complete the form and send with an outline of your event proposal to pentoprint@lbbd.gov.uk

(When submitting this form to us please supply any other supporting documents, if you have them, such as more detailed outline for your event, public liability insurance, GDPR policy or paperwork you require us to complete for your event to proceed.)

Title of Event:					
Featured Artist/s or Group:					
Fee required exe VAT: (Per session)		Number of sessions:		Session duration:	
Total Fee exe VAT:		Online Platform or In-person? (please specify)		Can this session be recorded and used elsewhere?	
Can we circulate any presentation / notes you may use with our audience?		Do you require pre-meeting / rehearsal before your event?			
Event description (Briefly describe your event and its aims/objectives):					

<p>Number of audience expected: (Although we cannot guarantee an audience number, please indicate the Maximum and/or Minimum numbers you would expect to attend).</p>		
<p>Target audience if required: (I.e. Specific Interest, Young People, Older People or Specific characteristic e.g. LGBTQ+ etc.)</p>		
<p>Marketing Blurb: (Any additional text to the event description That you would like us to in marketing materials such as event descriptions, posters and social media that best describes yourself and/ or the proposed event.)</p>		
<p>Details of any Social Media Platforms/ Id's or Website links that you would like included in any marketing. Any Links to sales channels.</p>		
<p>Image Supplied: (Please attach with this form an image to be used to advertise your event good resolution.png files or .jpeg files preferred)</p>		