



EVENT INFORMATION FORM

Please fill in as much of the following form as possible so the office can help create an event on the US website to take bookings and help publicise it. Note that it may take a week to set up.

Title of event	
Time and date	
Short description	
Long description (main blurb for US website)	
<p>Please email any images or poster design to the office or state here what image/s you would ideally like to use</p> <p>PLEASE NOTE THAT A4 LANDSCAPE IS PREFERABLE</p>	
<p>Please give names and email addresses for all those who should receive weekly digest lists with information on who has booked.</p> <p>As event notifications includes personal information of participants, have those listed signed a WPS Confidentiality Agreement & Data Protection Form? (These can be obtained from the Synagogue Office)</p>	
<p>What is the charge for your event? (It can be just one single price for all and please specify if free) N.B. even if set up as a US event, participants can also pay by cheque or cash direct to the office</p> <p>Please note that photo permission will be automatically requested for child tickets</p>	<p>Single ticket price</p> <p>Family ticket price</p> <p>Child ticket price Age range</p> <p>Or a request for donation (please specify amount/s)</p>

<p>Would you like to offer an early bird price to encourage early bookings and if so, please state how much and until when?</p>	
<p>Do you need any other information from participants i.e. food allergies or dietary requirements?</p>	
<p>How many tickets should be made available before people go on a waiting list (please state how many for each ticket type, such as 150 x adult and 50 x family tickets)</p>	
<p>What is the closing date for ticket sales</p>	
<p>Does the confirmation email need to include anything other than a thank you for booking the event?</p>	
<p>Would you like this advertised to young families or any other committee if so please list. Kindly note that young families periodically send out separate emails.</p>	
<p>Unless otherwise stated, we will set up your event so that bookings can be taken via the US website and will also include information about your event on the weekly newsletter, website, Facebook and shul noticeboard. Please state here if you have any particular requirements ie. timings</p>	
<p>Would you like any communication sent out post-event to attendees, and if so, what should it say and when should it be sent ie a week later?</p>	
<p>Please sign and print your name</p>	
<p>Contact telephone number</p>	
<p>Contact email</p>	