**Name(s):**

**Email address(es):**

**Phone number(s):**

**Name/Title of Event:**

**Date(s) of Event:**

**Marketing content to send ASAP: This must be completed & submitted with the LOA for your event. (Chris Whiteside the Marketing Co-ordinator will be bothering you constantly for this information** [**chris.whiteside@ymail.com**](mailto:chris.whiteside@ymail.com) **please add him to your email)**

* 2 Digital images (no text) .jpeg format, high resolution, under 2MB, minimum 4x6” dpi: 72
* Logos, special photography or graphic elements associated with the event
* One 140-character descriptions for twitter promotions
* 10 - word event description, for a short post or short brochure description
* 150 word event description for Website, Facebook & email copy
* Send existing web links to videos, youtube, articles, press, awards etc. on you or your group that we can pull content from for our website and for media releases, calendaring etc.

**Professional Marketing Content: This will be completed & submitted by our Head Writer Merrie Campbell Lee, for media releases, postings, eblasts, facebook etc. All must be completed 45 days prior to the event. (She may contact you directly for further interviews, please respond to her immediately! Add** [**writermerrie@gmail.com**](mailto:writermerrie@gmail.com) **to your email. Thanks!)**

* 300-350 words/article/story about the event, performers, fun, unique information!

**Program/Playbill content: (must be complete & submitted 45 days-or more-prior to event)**

* ALL items for the program must be in ONE folder sent via Google docs ALL AT ONCE, include: Special Artwork, Title, Director’s Note, Production Credits, Cast of Characters, Synopsis, Event Description, Scene/Setting Breakdown, Performers/Production Team Headshots & Bios, Sponsor Logos, Special Acknowledgements/Thanks––Underwriting...

Email to: Marketing Coordinator: Chris Whiteside [chris.whiteside@ymail.com](mailto:chris.whiteside@ymail.com) Head Writer: Merrie Campbell Lee [writermerrie@gmail.com](mailto:writermerrie@gmail.com) General Manager: Anna Charnock [kayentapac@gmail.com](mailto:kayentapac@gmail.com)

