

**Fringe Programme Submission Form**

**Please return your completed form to** [lotti@abergavennyfoodfestival.com](mailto:lotti@abergavennyfoodfestival.com) **by Friday 12th May. This is our final deadline for print materials. If we receive your form any later than this date we cannot guarantee your inclusion in the printed programme. We recommend that you return your form to us at the earliest opportunity.**

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| **Event title** |  |
| **Date of event** |  |
| **Time of event** |  |
| **Venue (please provide full address, including postcode)** |  |
| **Name of organisation** |  |
| **Contact name** |  |
| **Contact number** |  |
| **Contact email** |  |
| **Your website address** |  |
| **Your Twitter handle** |  |
| **Your Facebook page** |  |
| **Your Instagram handle** |  |

**Picture & Logo**

Please send us a high res version of your logo, and high res imagery that best represents your venue or event.

We will use your photography online and in print, so please aim to send us a selection of good quality, preferably landscape photography, and please ensure you have permission to share these images with us.

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| **Details for the programme** | | | | | | | |
| **Event description**  Max 100 words (min 50 words). This will be used in our event programme and online so please ensure it is concise, informative and spell checked! | | |  | | | | |
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| **Booking** | | | | | | | |
| How many people do you think will attend your event? | | |  | | | | |
| How will people register for your event? | | |  | | | | |
| If you are selling tickets, how many tickets will be available for sale? | | |  | | | | |
| How much will tickets cost? | | |  | | | | |
| Will you be selling your tickets through the Abergavenny Food Festival ticket sales service? | | | Yes /No | | | | |
| If no, please detail how you intend to sell tickets | | |  | | | | |
| If yes, please provide us with your bank details. Abergavenny Food Festival will send the proceeds of ticket sales to you within 30 days of the end of the festival, minus a 7% commission. | | | Name | |  | | |
| Bank | |  | | |
| Account No. | |  | | |
| Sort Code | |  | | |
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| **Promotion** | | | | | | | |
| **How will you promote your event in addition to publicity provided by Abergavenny Food Festival?** | | |  | | | | |
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| **Stories** | | | | | | | |
| **If you have a story or angle which you think may be of interest, please detail with corresponding contact details.** | | |  | | | | |
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| **Feedback** | | | | | | | |
| **How will you record your event? Will you be taking photos/video? Will you be collecting visitor feedback?** | | |  | | | | |
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| **Legacy** | | | | | | | |
| **What lasting change will this make in your area? How will you continue to drive the message of good food after your event has finished?** | | |  | | | | |
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| **Insurance** | | | | | | | |
| **Do you have the necessary insurances to run this event? Please detail your public liability insurance provider or let us know if you need help in putting forward an application.** | | |  | | | | |
| **Health & Safety** | | | | | | | |
| **Do you or will you have a risk assessment in place? Have you registered your event with the local authority? Do you have an up to date Health Hygiene Certificate if you will be handling food? Have your appliances been corgi/PAT tested? Have you considered your crowd management plan? Please detail** | | |  | | | | |
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| **Office use only – please do not fill in** | | | | | | | |
| **Theme** | | | | | | | |
|  |  |  | |  | |  |  |
| **Target Audience** | | | | | | | |
| Children | Young people | 18-24 | | 65+ | | All Ages | Other |