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**EVENT SUBMISSION FORM FOR THE 2024 FESTIVAL**Please email this form to Simon O’Hea at [support@festivalofchichester.co.uk](mailto:support@festivalofchichester.co.uk)   
  
\* Mandatory response please

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| --- | --- |
| Event title \* |  |
| Event category \*  Choose between: - Art & craft  - Community - Music - Spoken word -Theatre - Walk/tour (Select) |  |
| Headline event text \*  Enter up to 50 words to appear on the web page listing and in the brochure - not in capital letters. See the next section for any additional content you would like to be added to the web page. Please indicate if the event is adult-only or suitable for children. Please email us (see the "Contact" page) if you need to go above this word count. |  |
| Secondary event text  Enter any additional text that you wish to appear on the web page, over and above the 50-word limit as set out above. |  |
| Primary event image \*  This is where you provide us with the primary image, i.e. the image that will appear as the featured image on your event web page and in the brochure. The other images will appear on your online event listing - see next question. Please note: 1) We need a real image, not a poster or anything with lettering on it. 2) This JPG image should be at medium to high resolution (aim for 1 MB to 3 MB). 3) Please rename the file name to be the same as your event title. 4) For the website, the primary image is in landscape - an image of 1700px wide x 1200px high would be ideal. By contrast, the brochure requires an image with an aspect ratio of 4:3 (width to height). So, these conflicting requirements mean that sometimes we will need to crop an image. 5) Ensure that the image is level, and check that the subject is in sharp focus and is well-lit; we prefer an image showing people. 6) Any image must be free from copyright. | *Attach these image(s) to your email.* |
| Secondary event image(s)  You can provide us with up to ten images. These images will appear on your online event listing. Secondary images should be as square as possible, to avoid us having to crop them. Conditions as above. |  |
| Name of organising group \*  This will appear on the event listing. Please enter it as you want it to appear. |  |
| Organiser's email address \*  This won't be published. |  |
| Organiser's mobile phone \*  In case we need to contact you urgently. This won't be published. |  |
| Organiser's website  IMPORTANT: Please insert the complete URL including any http:// or https://. This web address will be published. |  |
| Event web page  If you have a dedicated web page, then we can link to this. IMPORTANT: Please insert the complete URL including any http:// or https://. You can always advise us later about this by email. |  |
| We can link to your social media when we promote your event. Please insert any social media URLs you would like us to use in promoting your event. IMPORTANT: Please insert the complete URLs including any http:// or https://, not your social media "handles" (e.g. @festofchi). |  |
| Facebook |  |
| Twitter |  |
| Instagram |  |
| Other social media |  |
| Where will the event take place? (Select) In a physical location  Online  In a physical location and online |  |
| Venue name |  |
| Is the venue accessible for those with reduced mobility? |  |
| Event dates and times\*  Start date |  |
| Start time |  |
| End date |  |
| End time |  |
| Is the event ticketed? \*  (Select) | Yes No |
| Are the tickets free? \*  (Select) | Yes No |
| Are you in agreement for The Novium to print and sell your tickets? (Select)  Assuming yours is a paid-for ticketed event, please make arrangements for a reasonable number of tickets for your event to be sold via our ticket agency, Novium/TIC box office, for which an agency commission of 10% + VAT is charged. If this is an issue, please discuss this with the Festival Coordinator before applying to take part in the festival. You can also sell tickets yourself and on the internet as long as you keep a careful check on numbers sold and liaise with Chichester Box Office at the Novium/TIC. Free events are perfectly acceptable, and The Novium may be prepared to distribute them on your behalf, but are still subject to a contribution to cover administration costs. | Yes No Not applicable  Please confirm acceptance of The Novium T&Cs. They are available to view and print from the website footer. If you accept these, the Chichester Box Office at the Novium will send you a separate ticket contract for signature. The festival itself does not sell any tickets. The contact name for your event should be the same on both this registration form and the contract. If applicable, please forward any seating plans at the earliest possible opportunity to the Box Office. |
| Number of tickets for The Novium to offer for each event (if applicable)? |  |
| Total number of tickets on offer for each event? |  |
| Ticket prices - Main prices - Concessions (if applicable)? |  |
| If ticketing rates are complicated, you can enter a general range and details here. |  |
| Would you like us to provide a volunteer to help with ticketing? |  |
| Might you be interested in advertising in the brochure and on the website? Your application already includes a 1/6 page photo and description in the brochure but you can additionally purchase an advertisement panel. Please see [https://festivalofchichester.co.uk/support-us-advertise-with-us](https://festivalofchichester.co.uk/support-us-advertise-with-us/) for rates  (Select) | Yes No |
| Do you agree to promote the festival as a whole? (Select)  Please (a) use our logo and web address on any festival-related publicity that you generate, and at your event and (b) encourage your contacts to sign up to the email list from our home page. You can download our logo pack (containing JPG, PNG, EPS and SVG formats) from the downloads page in the footer of the website. | Yes No |
| Might you be interested in cross-marketing others' events? (Select) | Yes No |
| Would you be interested in us organising photography for you (Select) | Yes No |
| Please tell us how you will be paying your application fee. \* (Select)  We would appreciate your paying by BACS when you submit your event. If paying by cheque, payments must be received within 7 days in order for your  registration to be valid. \* | BACS  Cheque  In 2024 the application fee for a single event entry is £24. For events on multiple dates the fee is £37. We prefer payment by BACS (bank transfer). Please send an email to Nick Sutherland, treasurer, via accounts@festivalofchichester.co.uk, and transfer the monies to the Festival of Chichester account, sort code 20-45-45, account number 23868052.  IMPORTANT: Please mark the payment with a reference of your organisation’s name. Alternatively, please send a cheque, made out to the Festival of Chichester, to our Treasurer: Nick Sutherland, Festival of Chichester, South St Apartments, Chichester, PO19 1EH. Please write your organisation’s name on the back of the cheque. |

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