**EVENT SUBMISSION FORM**

**Please complete this form for events you would like The Herb Society to publicise.**

**Ensure that you complete all fields and attach a high-resolution image to your email.**

See additional sections below for Newsletter and Social Media

|  |  |
| --- | --- |
| **EVENT TITLE** |  |
| **EVENT DESCRIPTION** **(max. 150 words)** |  |
| **EVENT DATE(S)** |  |
| **START TIME** |  |
| **END TIME** |  |
| **EVENT ADDRESS (include full postcode)** |  |
| **EVENT ORGANISER** |  |
| **EVENT WEBSITE** |  |
| **EVENT COST** |  |
| **OTHER INFO (optional)** |  |

|  |  |  |
| --- | --- | --- |
| Are you offering a discount to Herb Society Members? | **YES** | **NO** |
| Are you happy for the event to be publicly advertised?\* | **YES** | **NO** |

\*If “YES” is selected, the event will be publicly advertised. If you select “NO”, only members of The Herb Society will be able to view the event

**NEWSLETTER**

|  |  |  |
| --- | --- | --- |
| Would you like your Event to be referred to in our newsletter?\*\* | **YES** | **NO** |

\*\*Please note that reference to Events in The Herb Society newsletter is dependent on timing of publication and space availability.

**SOCIAL MEDIA**

|  |  |  |
| --- | --- | --- |
| Would you like your Event promoted on our Facebook page?  | **YES** | **NO** |
| Would you like your Event promoted on our Instagram feed?  | **YES** | **NO** |

PLEASE NOTE: For Facebook promotion please supply an additional image with a minimum size of 940x788 pixels. For Instagram please supply an additional image with a minimum size of 1080x1080 pixels

All images supplied remain the property of the party submitting the image and that party is responsible to ensure that the party submitting the photo owns copyright permission or relevant permissions received in writing.

**Return the completed form and image(s) to** **info@herbsociety.org.uk** **with EVENT in the email subject.**