

# WEBSITE CALENDAR & SOCIAL MEDIA REQUEST

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**Please use this form if you would like to have your event added to our website calendar or posted to our social media pages.**

Event Name \_\_\_\_\_

Event/Marketing Contact Name \_\_\_\_\_

Event/Marketing Contact Email \_\_\_\_\_

Event/Performance Date(s) \_\_\_\_\_

Event/Performance Time(s) \_\_\_\_\_

Open to Public  No  Yes \_\_\_\_\_

Ticket Price(s) \_\_\_\_\_

Event Website \_\_\_\_\_

Ticket purchase link \_\_\_\_\_

Facebook URL \_\_\_\_\_

Twitter URL \_\_\_\_\_

Instagram URL \_\_\_\_\_

## PHOTO REQUIREMENTS

Please be sure to include photos when submitting this form. To help us promote your event, include images with both graphic elements (date/name of your event appear on the image) and without any graphic elements (images from an event that show what it would be like to attend.)

If possible, please supply Photoshop or Illustrator files. Otherwise, please supply JPG/JPEG or PNG file formats. If you are supplying an event logo, please send in PNG or EPS file format.

Measurements below are width x height in pixels.

Website Event Calendar — **1920x1080** or **800x385**

Facebook — **1080x1080** or **1920x1080**

Twitter — **1024x512**

Instagram — **1080x1080**

Instagram Story — **1080x1920**

## EVENT DESCRIPTION

Full description of the event. Can include description of activities, hours of public access, locations to purchase tickets (if applicable) and contact information for additional details.

*\*Maximum number of characters allowed is 500*

## KEY MESSAGES

Bullet points. What do you want the public to know about your event? Do you have an event hashtag? What is special about your event? Do you have any promotion codes or discounts available for your event that we can post about?

The Edmonton EXPO Centre Marketing & Communications team reserves the right to edit this information for formatting, grammar and punctuation. If we receive no response, your event will be posted on the website calendar with the name and date only. Please send this request form to **[marketing@edmontonexpocentre.com](mailto:marketing@edmontonexpocentre.com)**