

# ASSESTS FORM

*Click the section triangle to view more*

[***GUIDANCE NOTES*** *can be found* ***HERE***](https://wolverhamptonartscentre.co.uk/marketing-your-event/)

TITLE OF EVENT

*Please type here how you wish for your event to be displayed*

DATE & TIME OF EVENT

*(including door / start time)*

*Please type here*

ROOM LAYOUT

*e.g. standing cabaret, rake as agreed at the time of booking.(capacity will be set to 100 by default if unknown)*

*Please type here*

SHORT COPY

(20-30 words.)

*Please type here*

LONG COPY

*Please type here*

TICKET PRICES

*Please include any concessions, children price types / door prices or special offers*

*Please type here*

YOUR SOCIAL MEDIA HANDLES / WEBSITE LINKS

*Please type here*

REVIEWS / QUOTES / FEEDBACK

*Please type here*

VIDEO LINKS

*e.g. youtube / vimeo*

*Please type here*

OTHER DETAILS

*(e.g. age restrictions, Line ups / support acts etc)*

*Please type here*

USEFUL TARGET MARKET INFORMATION

*(e.g. age range / genres / interests, specific groups etc)*

*Please type here*

THANK YOU – PLEASE RETURN TO [suzanne@wolverhamptonarts.co.uk](mailto:suzanne@wolverhamptonarts.co.uk)

***You can download our logo and brand guidelines*** [***here.***](https://wolverhamptonartscentre.co.uk/marketing-your-event/)

***Please send over any promotional assets that would be useful for our social media and/or website – including videos, reels, artist bios, event images, and more. You can email them directly or use WeTransfer.***

***For your website listing, please include at least one plain landscape image with no text.***

***Note: the website automatically resizes the header images depending on the device, so make sure the focal point of your image is central. If you're unsure, refer to our guidance notes*** [***here.***](https://wolverhamptonartscentre.co.uk/marketing-your-event/)