**REGISTERING YOUR EVENT**

**Organised by** (organisation name, if applicable)**:**

**Main contact name:**

**Main contact email:**

**Main contact number:**

**Website:**

**Social links:**

Instagram

Facebook

**Event Title:**

Please provide a 100 word summary of event

(please include an image to go with your event posting as a separate attachment)

**Details of key speaker(s)/session leaders(s) (if applicable):**

Including name, organisation/job role, social link and an image

**Link or instructions on how to to book this event:**

**Date of the event:**

**Venue for event**

(including site name and full address)

**Family friendly?**

Y/N

**Wheelchair accessible?**

Y/N

**Other advisory information:**

Please include here any other advisory messaging regarding your event. For example:

Pets/dogs allowed?

Advise on clothing or footwear

Refreshments available?

Parking information or travel advice

**Notes**

**Supplied Images:**

* Please supply images via email or cloud link to shropshirelovenaturefestival@gmail.com. Please do not attach them to a Word document - as this compresses the quality.
* Images to be supplied in landscape format (where possible).
* Images must be original and not copyrighted in any way.
* Image must be of high resolution for us to be able to use them. This means:
	+ JPEG or PNG format
	+ At least 100mb in file size
	+ Dimensions at least 800px x 500px

**Please email your completed form, with link to or attached images, to:** **shropshirelovenaturefestival@gmail.com**

If you have any questions, please do not hesitate to contact our organising team on 0791 7787 804 or email shropshirelovenaturefestival.gmail.com.