



COME-SEE-ME EVENT & PUBLICITY FORM 2010

This information will be used to list your event in the Come-See-Me brochure as well as in all publicity such as the Festival website, calendars of events, and other media materials. *We appreciate your attention to detail, completion and accuracy!*

It is your responsibility to notify the Come-See-Me office immediately if any of this information changes after submission – help avoid errors in the brochure and on the website.

Event Title: _____

Presenter of the event or activity [*Come-See-Me or other organization's name*]: _____

Where to call/contact for more details – *this information will be used and printed in all publicity and on the website, so please ensure accuracy:*

_____ (phone with Area code)
_____ (email)

Day(s) of the week: _____
Date(s): _____
Time(s) – indicate am/pm: _____

Note: *if your event has a specific starting time, use **only** that time, rather than a range of time. This will avoid disappointed participants who arrive after starting time.*

Event Location: _____

Physical Address of event [*will be linked to internet mapping site*]: _____

Special note: *If event is held on City of Rock Hill property, an additional form will be required – contact Festival office for copy of this form which should be completed as soon as possible but no later than **November 2, 2009.***

Will your event generate hotel/motel room nights? _____ yes _____ no

If yes, please fill in:

number of estimated attendees _____ X of nights _____ = _____ Total room nights

Is event cancelled in the event of rain? _____ yes _____ no

Who will make the decision to cancel or move? _____

Cell phone: _____ Work phone: _____

Rain location: _____

Physical Address of rain location: _____

Contact Person for mailings, additional information, etc.: _____

Mailing Address with Zip: _____

Weekday/work Phone: _____ Home Phone: _____

Cell phone: () _____ E-mail: _____

Tickets (if applicable):

Prices: _____

Location(s) for ticket purchase: _____

Entry Forms (if required)

Fee(s): _____ Location(s) for entry form pickup: _____

Do you wish to have entry form available on the Come-See-Me website? _____ yes _____ no

(*If yes, you will be contacted via email for instructions on how to provide the forms.*)

[continued on reverse]

Provide a description of the event as you would like it to appear in the brochure (*if this is a returning event or activity, please consider changing the text from the previous Festival's brochure.*) _____

Please answer these questions:

1. Does Presenter have **insurance**? _____ yes _____ no
2. Would you like an **appearance** by Glen and Glenda, the CMS Frog mascots? _____ yes _____ no
Date(s): _____
Possible time(s) – *indicate if specific time is needed or if anytime during event will be okay:* _____
Location – *note specific area at the location* _____
3. Do you need **EMT** or other emergency personnel at your event? _____ yes _____ no
If so, what hours? _____
4. Do you need **Police** at your event? _____ yes _____ no
If so, you must complete the City of Rock Hill Event Application no later than November 2, 2009.
5. Do you need **portable toilets** at your event? _____ yes _____ no
If so, how many? _____
(You will be contacted closer to event time for specifics on desired locations for placement)
6. Will you be distributing any materials at your event (i.e. t-shirts, promotion materials)? _____ yes _____ no
*(All distributions must be submitted for approval to the Festival Board of Directors by **January 27, 2010**)*
7. Does your event have its own website address that you would like linked to Come-See-Me website?
_____ yes _____ no *if yes, website address:* _____

Submit this form by November 2, 2009 to:

Come-See-Me Festival, Inc.
P.O. Box 4221, Rock Hill, SC 29732
or fax to 803-329-7761 or via email to *comeseeme@comporium.net*

Questions? Call 803-329-7625