

CAPABILITY BROWN EVENTS LISTING FORM

for listing on [www.capabilitybrown.org](http://www.capabilitybrown.org)/events

To have an event listed on the Capability Brown Festival website please fill in and return this form as a word document, along with a JPEG image between 1 – 2MB to the Festival Administrator at [info@capabilitybrown.org](mailto:info@capabilitybrown.org)

Please include as much detail under the headings as possible. If full details are yet to be confirmed please mark TBC and update the Festival as soon as this information is available.

Forms can also be posted to: Capability Brown Festival, c/o The Landscape Institute, 107 Gray’s Inn Road, London, WC1X 8TZ.

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| 1. **Event Title: e.g. Tom’s walk, talk, concert, exhibition etc.** | | | | | |
| (40 word limit) | | | | | |
| 1. **Event Dates: (- if you are running more than one of the same event please list all the dates below)** | | | | | |
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| 1. **Summary: (please provided brief summary of the event)** | | | | | |
| (50 word limit) | | | | | |
| 1. **Event Description: - what is the event about e.g. tour of Brown’s landscape at x property** | | | | | |
| (100 word limit) | | | | | |
| 1. **How to book – phone number, website, Eventbrite etc. or state no need to book** | | | | | |
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| 1. **Image name and copyright:**  please include the copyright line   (please attach one image with your submission) If you do not have an image, the CBF logo will be used instead. Images should be of high resolution between 1 – 2 MB .By sending them for use, you are giving copyright permission for its use on the CBF website. **e.g. Bob’s photo ©Bob Robert** | | | | | |
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| 1. **Event type - open to general public, pre booked for members only, etc.** | | | | | |
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| 1. **Cost – please indicated below if** | | | | | |
| **Free** |  | **Cost** |  | **Further details** |  |
| 1. **Location:** please include site or venue name, address, postcode.   If a difficult place to find please include further instructions e.g. left at the Brown Arms pub | | | | | |
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| 1. **Opening times:** | | | | | |
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| 1. **Accessibility Details** – is the site accessible? Please list any access aids or areas which might prove more difficult to access | | | | | |
|  | | | | | |
| 1. **Telephone: (if applicable)** | | | | | |
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| 1. **Link to website or email address for booking or further information**   The Festival will not undertake event bookings for listings but will give advice on online ticketing formats if it is required**.** | | | | | |
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| 1. **Twitter, Facebook or other social media details for site and/or event** | | | | | |
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| 1. **Would you like your event Tweeted about by Festival on @BrownCapability – yes or no?** | | | | | |
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| 1. **Would you like your event to be uploaded to the Parks & Gardens UK website – Yes or No? (**[**http://www.parksandgardens.org/news-and-events**](http://www.parksandgardens.org/news-and-events)**)** | | | | | |
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| 1. **Are you happy for your event details including the image supplied to be used by our PR company in Festival related press – Yes or No?** | | | | | |
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| 1. **Any other details** | | | | | |
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| **Name and contact details of organiser for Festival office use** | | | | | |
|  | | | | | |

Please return this form to [info@capabilitybrown.org](mailto:info@capabilitybrown.org)

You will receive an email confirming the listing has been added to the website – please check that the listing is correct. If you need to change or update details please contact the Capability Brown Festival as soon as possible on the email address above.

All listings are the responsibility of the organisation or individual organising the event.

Events may be Tweeted by the Festival unless requested otherwise. If you have ticked yes to question 16 you are providing permission for the event to be shared and uploaded to Parks & Gardens UK one of the Festival’s partner organisations.