

# EVENT INFORMATION FORM

## PLEASE RETURN AS SOON AS POSSIBLE

**DO NOT PUBLICIZE**
                 
  **PUBLICIZE**
                 
  **TSJ ADVERTISING**

**W**elcome to the San Jose Convention & Cultural Facilities! To ensure a smooth and successful event, please complete this form with most accurate information possible. The information is used as a planning tool for local businesses, restaurants and staff as well as a resource for customer inquiries, directional signage, display cases and is listed on our website [www.sanjose.org](http://www.sanjose.org). We also offer you free publicity opportunities including our Event Hotline and Press Releases to the local media. We understand that some events are not open to the public or that the organization simply prefers not to have it publicized. If this is the case, simply check the box marked "DO NOT PUBLICIZE," and the information will not be included in the press releases to the local media. If you are interested in other paid advertising, including the exterior Marquee and large Plasmas Screens, please check the box "TSJ ADVERTISING" and a representative will personally contact you. When completed please return to Diane Navarro via fax 408-975-9279 or email [dnavarro1@sanjose.org](mailto:dnavarro1@sanjose.org).

**Event Name:** \_\_\_\_\_

**Event Date(s):** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Ticket Information TEL:** \_\_\_\_\_

**Ticketing URL:** \_\_\_\_\_

**Brief Description of Event (or attach press release) 50 words or less:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Expected Attendance:** \_\_\_\_\_

**Event Price Range:** General Admission \$ \_\_\_\_\_ Seniors \$ \_\_\_\_\_ Children \$ \_\_\_\_\_

**Event Location:**
 San Jose McEnergy Convention Center
    Civic Auditorium
    Parkside Hall
   
 Center for the Performing Arts
    Montgomery Theater
    California Theatre
    south Hall

**Event Type:**
 Convention/Trade Show
    Consumer Show
    Community Event
    Concert
   
 Performing Arts
    Sporting
    Banquet
    Meeting/Seminar
    Lecture

**CONTACT INFORMATION (i.e. show management, marketing/public relations, customer service):**

**Contact name & title:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**FORM COMPLETED BY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_