

# One World by Night Event Form



## Basics

What is the name of your event?

What Chronicle/s is hosting?

Date/s

Location (City/State)

Genre

ST Contact Email

Link for House Rules

Event Email

Event Website/s (Facebook, etc.)

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## Lodging Information

Hotel / Campground / Cabin / etc.

Name of lodging

How to reserve space (Link, phone number, etc.)

Address of lodging

Website for Lodging

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## Event Details

**Event Registration (How to register, cost/s, payment types accepted, etc.)**

**Event Description**

**Email to send in sheets**

**Date Sheets are due**

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## **Marketing Information**

**Do you have a graphic image to use on the website?**

Yes- I will send the image with this form to the Marketing Team.

No

**Would you like assistance in creating a graphic image for your event?**

Yes

No

**During the time leading up to your event, the Marketing Team will attempt to post material across our various social media platforms to gain attention to your event. To help us in doing that we ask that you and your staff assist us in creating content that we can post. We have a document with various ideas on what can be used as effective content, would you like to have a copy?**

Yes

No

**Is there anything additional that would help our team to best promote your event? Special Guests, Cool location, Pictures of the site, NPCs that will show up. Anything that will make your event stand out, add it here!**

**Please send this form back to [Marketing](#). Include any extras you may have. A graphic for the website, pictures of the location, or other content the team can use. Please send any questions to the same address ([owbn.marketing@gmail.com](mailto:owbn.marketing@gmail.com)).**