

Fill out form, save the file, and click here to send back to us at LEC. ~ Thank you!

Event Promotion Work Order

Help us, help you! The success of your event depends on people getting the right information at the right time. If people know your event is at Lancaster Event Center, they come to us for information. Please submit the following **at least 30 days prior to your show** so that we can make sure we have the right information on our website calendar, social media and street sign. Thank you and we wish you an awesome show!

Event Name: _____

Organization Name: _____

Dates: _____

Times: _____

Description:

Ticket Prices: _____

Website: _____

Facebook page: Yes No

If yes, please share link: _____

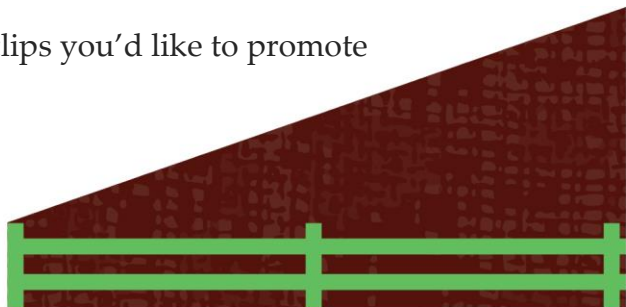
Facebook Event page: Yes No – If no, would you like us to add one? Yes

If yes, you can add Lancaster Event Center as co-host to reach our 9,200+ audience.

Do you have any tickets or items you'd like for us to giveaway on Facebook to increase awareness of your event? Yes No

If yes, what giveaway (e.g. tickets, merchandise, sponsor item, etc.)?

Please email this form, logo, images and/or video clips you'd like to promote your event to tsamuel@LancasterEventCenter.org



In addition to our website, Facebook, Twitter, Instagram and eblasts, we have onsite promotion as well.

- There are digital signs on 84th Street, Business Center lobby, and at main cafes.
- Files for these need to be submitted to jrief@LancasterEventCenter.org **at least 2 weeks prior to show**: a high resolution image and your logo to place the week of show (84th Street) and during your show (Business Center Lobby if this is your show entrance). The 84th Street and Business Center Lobby (for P1 & P4 shows) digital signs are included no charge week of your show. Contact Jason Rief 30 days in advance if you'd like additional weeks on these or other signs during other shows.
- Hint: want to promote your show at LEC shows year-round? Contact us about parking lot, building banners, website, Super Fair and more available advertising spaces.

