



## EVENT INFORMATION SHEET

BC Marine Trades Association would like to make sure we have your event gets as much exposure as possible. The following information will help us promote your event on [www.boatingweek.ca](http://www.boatingweek.ca) and through public relations and media initiatives being coordinated through the Laura Ballance Media Group (LBMG). A representative from LBMG may call on you to provide additional information but we request that you complete as much of the following as possible and submit back to Jane McIvor at the BCMTA Administration Office (fax: 604-893-8808 or by e-mail: [jane@bcmta.com](mailto:jane@bcmta.com)).

**PLEASE USE EXTRA SHEET FOR MORE SPACE – THE MORE INFORMATION YOU PROVIDE US, THE MORE WE HAVE TO PROMOTE!**

Company Name: \_\_\_\_\_

Contact Person / Organizer: \_\_\_\_\_

Contact Information:

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Best person to contact for media interviews: \_\_\_\_\_

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

Event Location: \_\_\_\_\_

Event Dates and Hours: \_\_\_\_\_

Companies participating (*Please use separate sheet if needed but tell us what these companies offer and whether there is a website for additional information*):

_____	_____
_____	_____
_____	_____
_____	_____

Are companies able to contact you to participate?      ( ) Yes / ( ) No

Nature of event (e.g., on the docks / on-land promotion): \_\_\_\_\_

Special features of note (please include schedule if applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Advertising and Promotions already planned (please provide pdf's of any advertisements):

\_\_\_\_\_  
\_\_\_\_\_