

**PROGRAMME DETAILS**

This information will be used to publicise your event both on the concert hall and Cambridge University's 'What's On' site. It will also be used for PRS purposes.

If you prefer to send details in an email (which can help to reduce errors in copying information) please send it to [nh367@cam.ac.uk](mailto:nh367@cam.ac.uk).

**I am happy for West Road Concert Hall to publish the following event details online.**

**Please provide us with a hi-res image for use on our website.  
(preferred image spec: 4 x 6 aspect ratio (landscape) 300 dpi image resolution)**

**Please write clearly, otherwise your information may be transcribed incorrectly onto our website!**

<b>Date of Event:</b>	<b>Start Time:</b>	<b>End Time:</b>
<b>Short Description of Event</b>		
<b>Performers</b> (if relevant include conductors and soloists)		
<b>Programme Details</b> (full name of composer, title of piece, Op. number. If relevant include details of editors or arrangers)		
<b>Ticket Prices</b>		
<b>Box office contact details</b> (phone, email, website & address)		
<b>Organisation/event/promoter website</b>		

If you would like us to pass on a contact name/number for your group to the press should they request it, please have the relevant person provide contact information below. We will not release any contact details from your group if you do not fill in the following form. Neither will we release contact details to any other type of organisation.

**I am happy for the press to contact me regarding my group's event.**

Name:  
Group:  
Position within Group:  
Contact phone number(s):  
Email:

Signed..... Date.....