**2019 EVENT APPLICATION**

**Tell us about your organisation**

|  |  |
| --- | --- |
| Organisation name |  |
| Address |  |
| Post code |  |
| Telephone number |  |
| Email address |  |
| Website |  |
| Social media profiles. E.g. Twitter, Facebook, etc. |  |
| Name of contact/lead |  |

**Tell us about your event**

|  |  |
| --- | --- |
| Title/name of event |  |
| Proposed date and time |  |
| Name of writers/artists involved |  |
| Please give a brief description of your event and event type e.g. workshop, discussion, reading |  |
| What support will you require from the festival to run this event. i.e. marketing, volunteers, etc.? |  |
| Do you need any technical equipment for your event? |  |
| What resources (including financial and venue) do you already have in place? |  |

Please attach a jpeg image or logo with your application which will be used on our website for promotional purposes

**Financial contributions to the Bristol Festival of Literature**

The Bristol Festival of Literature has no regular source of funding and is run entirely by volunteers who donate their time for free.

While costs are kept to a minimum, the Festival does require a certain amount of finance to keep running.

Costs are incurred through promotion, advertising, social media maintenance, ticketing, insurance and so on.

We therefore ask our partners to contribute to the Festival’s running costs. The recommended contribution – after all costs are accounted for - is 40% of any profits made at an event. This contribution will support our on-going expenditure and also enable us to run future festivals and events.

The 40% contribution is a recommendation. Some partners donate all their profits to the Festival.

If you wish to discuss your level of contribution please speak to a member of the Literature Festival committee who will be able to advise.

**Please send your completed proposal, along with a high-resolution image which can be used for promotional purposes, to** [**contact@unputdownable.org**](mailto:contact@unputdownable.org)**.**