

When submitting an upcoming event or service organised by a third party to the Coram Events Team for promotion, please be sure to include as much detail as possible, including:

Event name:

Date of event:

Start & End Time of event:

Complete address of venue:

Key Contact Person Name:

Key Contact Person Phone:

Key Contact Person Email:

Website:

Brief description of event and activities:

(refreshments? Music? Lecture? Information session?)

Target audience

(families, children, youth, adopters, donors, academics etc)

Restrictions

(Is the event only open to a particular age range, borough, sector etc?)

Any other interesting information related to the event

(For example, is it part of a National Week? Is there a historical connection to Coram? Is the event in partnership with any one?)

If you have an image, please email a **jpeg photo** associated with the event, along with this completed form to the Coram events team at events@coram.org.uk

Our immediate promotional outlets include Twitter, Facebook, and Coram's Community Events Section

Please **indicate** if you prefer advertising to go to a particular outlet, or advertised through all outlets.