



ARTORY
—
PLYMOUTH CULTURE
GUIDE

Artory Temporary Event Form

Please fill in details of your organisation, venue and event below. Save the PDF and email to contact@artory.co.uk along with an image for your event, and a logo for your organisation.

You will be invoiced by Artory's content managers, Plymouth Arts Centre, for £10+VAT, for each event that you wish to add to the App.

Your Details

Your Name

Organisation

Phone Number

Email Address

Postal Address

Event Details

Event Name

Name of the event, used throughout the app when referencing the event

Info

Description of the event, used on the event description page. Recommended length is 50 – 100 words.

Ticketed Event?

If yes, please specify a click-through to your ticket URL.

Price £

Category

Please select one category which best suits your event:

Comedy

Film

Theatre

Live Music

Dance

Events

Exhibition

Festival

Audience

Please choose one audience which best suits your event.

All

Families

Children

Teens

Adults

Seniors

Timings

The start date and time of your event

The end date and time of your event

Opening hours

Image

The image of your event, used throughout the App at different scales. The system will automatically scale and crop this so please provide a high-resolution image in either the jpg or png format. **This is required. Please attach to the email when you send this form.**

Venue Details

Venue Name

Name of the venue, used throughout the app when referencing the venue.

About

Description of the venue. Recommended length is 50 – 100 words.

Image

The logo of your venue, used throughout the App at different scales. The system will automatically scale this so please provide a high-resolution cropped (no empty space) logo in either the jpg or png format. **This is required. Please attach to the email when you send this form.**

Website

A link to your venue's website home page

Address

Postcode

Directions

How does the user find this event? Do they follow signs, look for landmarks etc?

Parking

Where is the best place to park? Are there any restrictions?

Accessibility

What does this venue provide for users with disabilities? Is there a hearing loop, wheelchair ramp, etc?