

What should I include in my event description?

- Write the event description on your registration form EXACTLY as you would like it to appear in the Schedule of Events booklets!
- Write in full sentences
- Include ALL times and locations IN the written description (the top half of the application is for Blueberry Festival records and scheduling purposes — simply filling out this part of the form is not enough; write all the information you want people to know about your event in the written description)
- When including locations, you must also include addresses
- Always include a contact method for people to use. We suggest including a first name and a phone number/email address for people to ask questions or a Facebook page/website to refer to. Make sure the contact person is comfortable having their first name and phone number/email published in the Schedule of Events booklets
- The date of the event does not need to be included in your description as it will be printed on the top of the page in the booklets (but you do need to list it on the indicated space on the form!)
- If there is a cost associated with your event, it must be disclosed in your event description
- Feel free to list any sponsors of your event, if applicable
- The recommended length of an event description is 40-50 words, and the MAXIMUM length is 70 words

Sample event registration form:

Blueberry Festival Event Registration Form

Event must be registered before June 30, 2020 to appear in the Schedule of Events.
#supportblueberry

In light of COVID-19, the Blueberry Festival is going to look a lot different this year. We realize that many events will not be possible but there are also many events that can be modified to conform to current legislation and that can be safe for participants. New events are also welcomed! We are proposing that you submit a modified event that aligns with current restrictions as of the day you submit this form.

Disclaimer: "You are responsible to ensure that your event complies with all Federal/Provincial/Municipal legislation related to COVID-19. If your event does not comply with restrictions you may be subject to fines/penalties."

Event: Bert's Birthday Party

PLEASE PRINT CLEARLY OR TYPE

Is this a virtual event? Yes No

Location/Platform: Travel Information Centre Participant Fee (if applicable): N/A

Date of event: August 1, 2020 Time: 12:00pm-2:00pm

Contact: Jane Doe Phone: (807) 737-3227 (Blueberry Office)

Mailing Address: 11 First Avenue South P.O. Box 127 Sioux Lookout, ON P8T 1A1

Email: festival@blueberrybert.com Fax: (807) 737-1778

Alternate Contact: John Doe Phone: (807) 737-1937 (Travel Information Centre)

After you submit your event, our Festival Coordinator, Jessica Darling, will contact you to review.

Event organizers must provide their own liability insurance and are required to submit proof of insurance upon request. Please contact the Festival Coordinator if you require additional information.

<p>Please send form to: Sioux Lookout Blueberry Festival & Special Events P.O. Box 127, Sioux Lookout ON P8T 1A1 P: 807-737-3227 F: 807-737-1778 E: festival@blueberrybert.com</p>

Event Description:

Please write a **brief** (approximately 50 words recommended) event description that you would like to have printed in the Schedule of Events, with any contact information that you would like to have published. Please note the Blueberry Festival Committee is not responsible for incorrect information written here.

(Please include the time, location, and description you would like published. Please also provide a first name and contact phone or email that you would like published.)

Event Description: Come on out to the Travel Information Centre (11 First Ave. South) to join Blueberry Bert's birthday celebrations from 12pm to 2pm! There will be games, music, prizes, and cake! Wear a costume if you'd like! Contact Jane at 737-3227 for more information. This event is sponsored by Heritage Canada.

Contact name and phone number