



EVENT INFORMATION AND PUBLICITY FORM

Please complete this form in its entirety and return it via facsimile to Kelly Strayhorn Theater at 412.363.3416 | mail 5941 Penn Ave. Pittsburgh, PA 15206 | or email Joseph@kelly-strayhorn.org.

PRESENTING ORGANIZATION: _____

EVENT TITLE: _____

DAY | MONTH | YEAR | EVENT TIME: _____ **RUN TIME:** _____

TICKET INFORMATION: *(include all discounts, advance sales, and door sales)*

Ticket Type (senior, general, etc)	Door, Advance Sale, or Both	Price

HOW AND WHERE TO OBTAIN TICKETS: *(include phone number and/or website)*

EVENT SUMMARY: *(a brief eye-catching summary to display on calendar of events. 1 sentence)*

EVENT DESCRIPTION: *(a longer explanation to display on event page. 4 to 7 sentences)*

IS THIS EVENT APPROPRIATE FOR ALL AGES? _____

IF NO, PLEASE PROVIDE AN EXPLANATION AND MINIMUM AGE REQUIREMENT:

POSTER AND WEBSITE PHOTO SPECIFICATIONS

As an additional service to the organization using the Kelly Strayhorn Theater, we will print one large-format poster for our poster case promoting your event. A photo without text will be used on our website with the event information you've provided. Please review the specification.

POSTER PRINT SIZE: Width 32", Height 72"

IMAGE RESOLUTION: 300 DPI minimum

FILE FORMAT: Any type readable in Adobe Photoshop (including PDF, JPG, TIFF, PSD)

The photo featured on the calendar and individual listing pages of the website must be within **150x150 pixels**

The photo that's displayed on the home page must be within **482x238 pixels**.