

Fill out form, save the file, and send back to us at LEC. ~ Thank you!

## Event Promotion Work Order

Help us, help you! The success of your event depends on people getting the right information at the right time. If people know your event is at Lancaster Event Center, they come to us for information. Please submit the following **at least 30 days prior to your show** so that we can make sure we have the right information on our website calendar, social media and street sign. Thank you and we wish you an awesome show!

Event Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

Description:  
\_\_\_\_\_

Ticket Prices: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook page:  Yes  No

If yes, please share link: \_\_\_\_\_

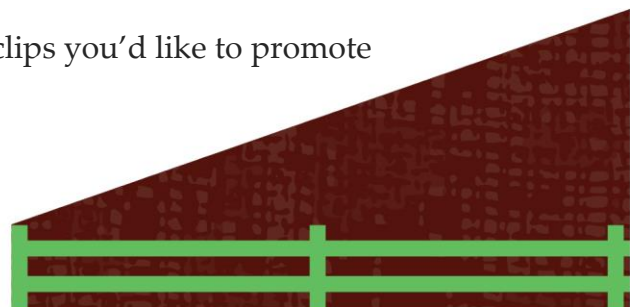
Facebook Event page:  Yes  No

If yes, you can add Lancaster Event Center as co-host to reach our 7,400+ audience.

Do you have any tickets or items you'd like for us to giveaway on Facebook to increase awareness of your event?  Yes  No

If yes, what giveaway (e.g. tickets, merchandise, sponsor item, etc.)?  
\_\_\_\_\_

Please email this form, logo, images and/or video clips you'd like to promote your event to [tsamuel@LancasterEventCenter.org](mailto:tsamuel@LancasterEventCenter.org)



In addition to our website, Facebook, Twitter, Instagram and eblasts, we have onsite promotion as well.

- There are digital signs on 84<sup>th</sup> Street, Business Center lobby, and at main cafes.
- Files for these need to be submitted to [jrief@LancasterEventCenter.org](mailto:jrief@LancasterEventCenter.org) **at least 2 weeks prior to show**: a high resolution image and your logo to place the week of show (84<sup>th</sup> Street) and during your show (Business Center Lobby if this is your show entrance). The 84<sup>th</sup> Street and Business Center Lobby (for P1 & P4 shows) digital signs are included no charge week of your show. Contact Jason Rief 30 days in advance if you'd like additional weeks on these or other signs during other shows.
- Hint: want to promote your show at LEC shows year-round? Contact us about parking lot, building banners, website, Super Fair and more available advertising spaces.

**Promoters who use LEC's new logo in their advertising and signs (instead of typing out our name) will receive \$100 in free food vouchers.**

- Our logos (in color, reverse and black/white) and guidelines are available on both our SuperFair.org and LancasterEventCenter.org websites.
  - <https://www.lancastereventcenter.org/about-us/media-kit>
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- To receive the \$100 free food vouchers, please email a copy, link, and/or photo of marketing showing the LEC logo.
- Offer is only valid for trade shows, horse shows, and spectator shows. One-time offer good for one show or show series. Vouchers expire at the end of your event.
- Examples:

