

Positive Images Festival 2020

Information re: Entry in the festival programme booklet

We thank you for being part of Positive Images Festival 2020. The core festival dates are Saturday 13th June to Saturday 4th July. We will also include pre-festival and post-festival events. Here are some tips for your entry in the booklet, which will have the following introductory note for the reader:

Important information for you:

For contact details, please refer to the alphabetical listing at the end of the booklet. The event organiser's name appears in brackets just after the title of the event. For addresses of libraries, please look under Libraries.

An event venue is mentioned in the entry only when the venue is different from an organisation's meeting place.

For details of exhibitions, please refer to the Exhibitions section at the end of the events list.

1. Please fill in a separate form for each event you are organising. However, if an event is being repeated, please include dates of repeat events in the section **Information about repeat events**.
2. If the times for repeat events are different for different dates, please indicate this very clearly, as shown in the following entry:
Repeat events on **Monday** 25 June & 2 July 2.00pm - 4.00pm
Repeat events on **Thursday** 21 & 28 June & 5 July 10.00am – 12.00 noon
3. **Include only those contact details that should appear in the booklet.** Contact details will appear at the end of the booklet.
4. Telephone numbers will appear in 3 blocks, e.g. 024 7641 2788.
5. Mobile numbers will appear in 3 blocks, e.g. 07459 400 381.
6. Social Media details – we want to save space. So please do not include www.facebook.com, etc. Indicate just the extensions, for instance, @KenilworthBook
7. Description – please keep to the 50 word limit. Longer entries will be edited.
8. Please ensure that event info is sent to us by or before the deadline – 5th April. If more than one person is involved in an event, could you please run the text by them so as to avoid amendments? Late entries will appear only on our website.
9. The draft text will be sent to you as soon as it is ready. Please assist us by responding promptly. If you are going to be away, could you please arrange for a colleague to do the checking?
10. If there is a charge for your event, please indicate this.
11. The festival booklet will include an index with the following introductory note:

To help you find an event/s you are interested in, we have included a list of events in alphabetical order and indicated event dates. **Please note that the figures after the title of an event indicate dates, not page numbers.** Dates of repeat events are included at the end of an entry in the festival programmes section.

Sample entry:

Monday 11th June
1.00pm - 2.30pm

Gender Equality (Ekta-Unity Group)

Our first introductory session, a presentation on **Gender Equality**, followed by discussion and debate on this important issue, in partnership with CRASAC. Light refreshments.