

**Please email to the addresses at the end of the document by
Sunday 31st May**

Q	Question/Info required	Response
1	Contact name	
2	Contact email	
3	Contact telephone	
4	Organisation name	
5	Please attach your logo or event poster (if you have one) and provide the name of the file.	
6	Seed funding may be available from Creative Royston to support your event would you like to discuss this (Please delete inappropriate response.)	Yes / No
7	The next section of form asks for dates, times, location, ticketing details etc Do * you have those yet or do you just want to register your interest in holding an event? (Please delete inappropriate response.)	If you are at the early stages please give whatever information you can against Question 8. If you have the main details sorted continue from Question 9
8	Please give an outline of what you are planning. Then go to Question 23.	
9	Event name	
10	Short description of event	
11	Link (if any) with the 2026 festival theme 'Above and Beyond'.	
12	Event start date	
13	Event end date	
14	Event start time	
15	Event end time	
16	Event timing notes	

17	Event venue	
18	What age range is the event aimed at? Please indicate Yes where appropriate against options opposite.	Under 5s 5 to 13 13 to 17 18 to 25 Over 25s All ages
19	We have a number of resources available - do you need any of these for your event? We will get in touch. Please indicate Yes where appropriate against options opposite.	Banners Counters (clickers) Pop Up Banners Bunting Other
20	Is the event ticketed? (Please delete inappropriate response.)	Yes – Please complete questions 21 & 22 No – Please go to question 23
21	When will tickets be available? (Please delete inappropriate response.)	In advance On the day Both in advance and on the day
22	Please say how people can buy tickets including Box Office details.	
23	Thank you for your interest in being part of our 2026 Arts Festival. Do you have any final comments or questions?	

Please email your completed form to **chair@creativeroyston.org** and copy to **marketing@creativeroyston.org** together with clearly described accompanying photographs (high resolution with copyright details) together with any logos etc .. which you have available at this stage by **Sunday 31st May.**