Guidelines for Submitting Event Content

To ensure accurate and timely promotion of your event, please follow the instructions below when submitting event details:

1. Event Description

- Provide an **event description** of up to **1,000 words**.
- The description should include all relevant details, including what attendees can expect and key highlights of the event.

2. Images

- Attach **3 to 5 high-resolution images** related to the event.
- Ensure the images are clear, professional, and visually represent the event.

3. Ticket Launch / Event Launch Date

- Include the **ticket launch date** or the official **event launch date**.
- This helps us schedule the promotion appropriately.

4. Registration/Sign-Up Details

- Provide clear instructions on **where people can sign up** for the event.
- Include a link to the registration page, or specify if sign-up is through email or other means.

5. Links or Contact Information

- Include any **relevant links** to the event, such as website URLs, event pages, or social media.
- Provide **contact numbers** or an email address for event-related inquiries.

6. Event Description Files

- If you have any **additional event description files** (e.g., brochures, agendas, press releases), please attach them for us to include with the event page.

7. Event Date / Ticket End Date

- Clearly specify the **event date** and the **ticket sale end date**.
- This will help us manage the promotion timeline and ticket availability.

By following these guidelines, we can ensure your content reaches its audience effectively and professionally. If you have any questions or require further clarification, please don't hesitate to get in touch!

Let me know if you'd like any changes or further customization!
All info must be emailed in to
info@corporate-news.co.uk

Subject - Your Business & Subscription Number/