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**ARTS DEVELOPMENT PROFORMA**

ARTIST MAILING LIST

https://www.theharris.org.uk/

**\*\*Please complete this form around 8 weeks before the event for the best use of the newsletter\*\***

|  |  |  |
| --- | --- | --- |
| WRITTEN BY | ORGANISATION | DATE |
|  |  |  |
| EMAIL | | PHONE |
|  | |  |

# PROJECT SUMMARY

|  |
| --- |
| E.G: Information about the project, dates to and from, key contacts needed… |

# PROJECT ANALYSIS

### MARKETING BLURB

|  |
| --- |
| Please add a short marketing blurb with any key words you wish to use… |

### PROMOTIONAL MATIERIALS

|  |
| --- |
| Please add any promotional images, flyers or posters you wish to use or email as attachments… |

### LOGOS

|  |
| --- |
| Please provide any logos which need to be added from involved organisations… |

### SOCIAL MEDIA HANDLES

|  |
| --- |
| Please provide any social media handles of involved organisations you wish for us to mention… |

### ANY OTHER BUSINESS

|  |
| --- |
| Please add any other important information needed… |

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THANK YOU

https://www.theharris.org.uk/

Please return your form to: **harrismarketing@preston.gov.uk**