PUBLICITY INFORMATION

Information should be received by May 13, 2017 to be included in the schedule!

NAME/TITLE OF YOUR EVENT_____

Chairperson_____ **Phone**_____

Email_____ **Cell #**_____

Address_____

Co-Chairperson_____ **Phone**_____

Email_____ **Cell #**_____

Sponsor(s)_____

Date(s) of event_____ **Time(s) of event**_____

Location_____

Rain Location_____

Description of event (include awards & categories - menu - speakers, who is honored, etc.)
(This information will be used for publicity and for placing information into the event schedule. Additional information may be attached or written on the reverse side of this form.)

_____

_____

Cost Information:
Cost: Adults_____ **Children (specifiy age limits)**_____

□ Yes, my event raises funds for another organization besides the Venango Area Chamber of Commerce. If you checked this box, please include a $50 listing fee with your event form. Checks should be made payable to: Venango Area Chamber of Commerce.

Ticket/Registration information:
Need to pre-register? _____
Where?_____

Age groups?_____ **Deadline**_____

Tickets required?_____ **Purchased where?**_____

Due to the cost of ribbons, trophies and t-shirts, these items will be ordered only after we have spoken with you regarding your needs and anticipated revenue from your event. These items are expensive and should only be requested if they are necessary to make your event a success. If you have such needs, please call the Chamber Office at 676-8521.

Additional comments _____

July 20-23, 2017
OIL HERITAGE FESTIVAL 2017
Information **MUST** be received by
May 13, 2017

NAME/TITLE OF EVENT _____

Date(s) of Event _____ Location of Event _____

Please list the number of ribbons needed for your event, if applicable.

Ribbons

_____ 1st place

_____ 2nd place

_____ 3rd place

_____ Participant

Requested by_____ Date _____

Approved by_____

(You must submit your order for ribbons by the deadline date or we cannot guarantee that you will have them for your event).

OIL HERITAGE FESTIVAL 2017
CITY SERVICES REQUEST FORM

THIS FORM MUST BE COMPLETED BY CHAIRMEN FOR EACH OIL HERITAGE FESTIVAL EVENT WHICH WILL REQUIRE ASSISTANCE FROM CITY. IF THIS FORM IS NOT COMPLETED BY MAY 13, 2017, THE CITY CREWS WILL NOT BE ABLE TO ASSIST YOU.

PLEASE COMPLETE ALL INFORMATION.

DO NOT WRITE "SAME AS LAST YEAR, PLEASE" THANK YOU!

EVENT:_____DATE OF EVENT:_____

CHAIRMAN:_____PHONE: (Home)_____(Work)_____

LOCATION OF EVENT:_____TIME:_____

THE FOLLOWING SERVICES ARE AVAILABLE, PLEASE CHECK WHAT YOU NEED:

MOVING SERVICES ( )

SET-UP ( )

THE FOLLOWING EQUIPMENT IS AVAILABLE, PLEASE CHECK WHAT YOU NEED:

GARBAGE CANS ( ) HOW MANY? _____

LOWBOY ( )

PA SYSTEM ( )

WATER HOSE AT JUSTUS PARK ( )

ADDITIONAL EQUIPMENT TO BE PICKED UP?_____

_____

WHERE?_____

TIME OF PICKUP?_____

PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT WOULD HELP THE CITY CREWS IN PREPARING FOR THIS EVENT_____

_____

_____

IF YOU HAVE ANY QUESTIONS CONCERNING THIS FORM, PLEASE CALL 678-3022 (CITY HALL).

NOTE: PLEASE ADVISE ALL PARTIES INVOLVED IN THIS EVENT THAT UNDER NO CIRCUMSTANCES ARE AUTOMOBILES PERMITTED ON JUSTUS PARK GROUNDS WITHOUT THE PERMISSION OF A CITY REPRESENTATIVE.