

# 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 (specify 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**

\_\_\_\_\_ 1<sup>st</sup> place

\_\_\_\_\_ 2<sup>nd</sup> place

\_\_\_\_\_ 3<sup>rd</sup> 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).

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**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.**