

to print

## event marketing checklist

title	phone	email or url	notes
Malvern Gazette		<a href="http://www.malverngazette.co.uk/events/add/">http://www.malverngazette.co.uk/events/add/</a>	
Broadsheep		<a href="mailto:info@broadsheep.com">info@broadsheep.com</a>	deadline: 15th of previous month NB: Dec+Jan is a double month Send: venue; date; name of band; time; price; contact tel; one line on type of music.
Facebook wmsc			
Facebook West Malvern Community Noticeboard			
Slap, NotJustSauce		<a href="http://www.slapmag.co.uk/get-listed/">http://www.slapmag.co.uk/get-listed/</a>	
Malvern Tourist Information Centre		<a href="mailto:infor@VisitTheMalverns.org">infor@VisitTheMalverns.org</a>	
fliers			include QR codes for ticketing site, refer to the band's web site
fliers for the Parish Mag Editor: David Matthews	01684 567328	<a href="mailto:matthews.greenbank@virgin.net">matthews.greenbank@virgin.net</a>	check deadline dates
posters			include QR codes for ticketing site, refer to the band's web site Contact wmsc if you want a poster designed.
poster jpg for WMSC web site			a 210x297px (or similarly scaled) jpg. We strongly recommend using these proportions; other shapes usually lead to reduced visibility.
Facebook event cover photo jpg			1920x1080px (or scaled similarly) jpg for FB
on newsletter			Done by wmsc for events listed on the web site.

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