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**IMPORTANT!
 PLEASE READ
 carefully!**

event PROMOTION FORM

DEADLINE FOR PROMOTION SUBMISSIONS TO PRINTED CALENDAR: All information must be submitted to Lois Griffith or faxed to the Cafe office (see fax number above) by the 15th of the prior month in which your show is scheduled to be presented at the Cafe.

- 1.) **FILL OUT THIS FORM & SUBMIT TO THE OFFICE AT THE CAFE** Please fill out all information below so that we can properly represent your event in the printed Nuyoric Monthly Calendar. If you have additional information or photos for your event that you would like to submit to our website, ask to receive our Website Submission Guidelines. Any additional website information must be submitted via email.
- 2.) **DUE TO SPACE LIMITATIONS** on our printed calendar, information on your event must be limited to the basics, which are covered on this page. Please ask to see a calendar for reference if you need to. Photos, previous reviews of your show and descriptions may be posted on the website only.
- 3.) **USE OF CAFE LOGO:** If you use the Nuyoric Cafe Logo on any of your promotion materials, you cannot alter it in any way. This means it may not be outlined, distorted, or pictured in any color except for black or white (if the logo is on a dark background). Ask the Cafe for a logo sheet.
- 4.) **CAFE MEDIA REQUIREMENT** All media interviews or your events and/or performances at the Nuyoric Poets Cafe require acknowledgment of the Nuyoric Poets Cafe, including printed articles and/or film, video or TV credits. **ALL ON-PREMISE INTERVIEWS, PHOTO SHOOTS OR TAPING OF THE EVENT REQUIRE THE EXPRESS PERMISSION OF THE CAFE'S ADMINISTRATION.** Please call Carmen Diaz at 212-780-9386 for clearance.

PLEASE PRINT CLEARLY & CHECK YOUR SPELLING & INFORMATION!

YOUR NAME: _____ **TODAY'S DATE** _____

CONTACT INFO: FOR OFFICE USE>> 1. MAILING ADDRESS 2. EMAIL 3. PHONE
ADDRESS: _____
EMAIL: _____
PHONE: _____

NAME OF SHOW: _____

CHECK NATURE OF THE SHOW:
 ___ THEATER ___ POETRY EVENT ___ POETRY SLAM ___ MUSIC ___ VIDEO ___ HIP HOP ___ OTHER _____
 PLEASE DESCRIBE

DATE(S) OF EVENT:

TIME OF EVENT(S) (NOTE EACH DATE IF TIMES ARE DIFFERENT ON DIFFERENT DAYS)

ADMISSION: (BE SURE TO INCLUDE IF THERE IS A DISCOUNT WITH FLYER ADMISSION)

BRIEF DESCRIPTION OF YOUR SHOW (ONE SENTENCE): _____

HOSTS, FEATURED PERFORMERS, DIRECTOR ETC.: _____

I have filled out the above with the proper information, and I am aware of all Cafe policys regarding promotion & taping of the event.

 SIGNED DATE