



## EXPRESSION OF INTEREST

CONTACT INFORMATION	
Organisation name:	
Contact person:	
Contact email:	
Contact mobile/phone number:	
Organisation's website:	
Organisation's social media:	
Organisation logo	<b>Please include a JPG file of your organisation logo with this EOI</b>
Organisation Public Liability Insurance	<b>Please include a copy of your organisation's Public Liability Insurance Certificate of Currency with this EOI</b>
THE EVENT	
Title of the event:	
Presenter's name:	
Description of your event(s) to be included in the festival website (maximum 200 words):	
Start date (must be held/commence between 10 – 16 March 2020):	
End date (if appropriate):	
Start time:	
End time:	
Venue name: (must be in Kew or East Kew)	
Venue address:	
Venue confirmed:	
Is the event suitable for children or people with a disability?	

<b>BOOKINGS</b>	<b>(ONLY COMPLETE THIS SECTION IF BOOKINGS ARE REQUIRED TO ATTEND THE EVENT)</b>
How will attendees' book to attend the event?	
Phone number to book: (if required)	
Email address to book: (if required)	
Online address to book: (these <u>must</u> be established by December 2019)	
Ticket cost: (must include online booking fee if appropriate)	

Tell us about other promotion you are doing for the event

Any other comments

**Thank you**

Please note a committee member will contact you to confirm arrangements for Kew Festival 2020.

**Your completed Expression of Interest including your organisation's logo and Public Liability Insurance Certificate of Currency must be returned to:**

Kew Festival  
PO Box 715, KEW 3101,  
or  
emailed to [info@kewfestival.org](mailto:info@kewfestival.org)

**by 30 October 2019**

Enquiries: [info@kewfestival.org](mailto:info@kewfestival.org) or visit [www.kewfestival.org](http://www.kewfestival.org)