



EVENT INFORMATION FORM

PLEASE RETURN AS SOON AS POSSIBLE

PUBLICIZE – Please publicize this event
 DO NOT PUBLICIZE

Welcome to the San Jose Convention & Cultural Facilities! To ensure a smooth and successful event, it is important that we have the most accurate information possible. Therefore, we would appreciate your cooperation in completing this form. The information is used as a planning tool for local businesses, restaurants and staff as well as a resource for telephone inquiries, directional signage, display cases and is listed on our website www.sanjose.org. We can also offer you free publicity opportunities including our Event Hotline and Press Releases to the local media. We understand that some events are not open to the public or that the organization simply prefers not to have it publicized. If this is the case, simply check the box marked “DO NOT PUBLICIZE,” and the information will not be included in the press releases to the local media. When completed please return to Diane Navarro via fax 408-975-9279 or email dnavarro1@sanjose.org.

Event Name: _____

Event Date(s): _____ **Start Time:** _____ **End Time:** _____

Information Number and/or Website: _____

Brief Description of Event (or attach press release) 50 words or less:

Expected Attendance: _____

Event Price Range: \$ _____ / per a person Seniors \$ _____ Children \$ _____

Event Location: San José McEnergy Convention Center Civic Auditorium Parkside Hall

Center for the Performing Arts Montgomery Theater California Theatre South Hall

Event Type: Convention/Trade Show Consumer Show Community Event Concert

Performing Arts Sporting Banquet Meeting/Seminar Lecture

CONTACT INFORMATION (i.e. show management, marketing/public relations, customer service):

Contact name & title: _____

Organization: _____

Phone: _____ **Fax:** _____ **Email:** _____

FORM COMPLETED BY: _____ **PHONE:** _____

San José McEnergy
Convention Center

Civic Auditorium

Parkside Hall

Center for
Performing Arts

Montgomery Theatre

California Theatre