

# CHRISTMASVILLE™

## 2010 ChristmasVille Activity & Publicity Form

**\*\* Must be received by Sept.1, 2010 to be included in Festival Guide \*\***

This information will be used to list your activity in the ChristmasVille festival guide as well as in all publicity such as the festival website, activity calendars, and any other media materials as space allows. We appreciate your attention to detail, completion, and accuracy.

**It is your responsibility to e-mail the ChristmasVille webmaster, Terry Windell, at [twindell@cityofrockhill.com](mailto:twindell@cityofrockhill.com) immediately if any of this information changes after submission to help avoid errors for your activity listing in the festival guide and on the website.**

**You must include the following phrase in all of your activity marketing pieces in order to be considered for inclusion in the ChristmasVille Event Guide: (Insert your activity name here and remove parenthesis) is part of ChristmasVille in Rock Hill - [www.ChristmasVilleRockHill.com](http://www.ChristmasVilleRockHill.com).**

Please PRINT clearly or TYPE

Activity Name: \_\_\_\_\_

Requested Date(s): \_\_\_\_\_

Requested Time Slot(s) – indicate a.m./p.m.: \_\_\_\_\_

Activity Length (hours/minutes): \_\_\_\_\_

Activity Location: \_\_\_\_\_

Physical Address of activity: \_\_\_\_\_

Contact Person for mailings, additional information, etc.: \_\_\_\_\_

Mailing Address with Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Is activity cancelled in the event of rain or inclement weather? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there an alternative location for the activity for inclement weather? Yes \_\_\_\_\_ No \_\_\_\_\_

Physical Address of alternate location: \_\_\_\_\_

Who will make the decision to cancel/relocate? \_\_\_\_\_

Cell phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Activity Presenter (organization other than ChristmasVille, i.e.: bank, restaurant, agency, charity):  
\_\_\_\_\_

Activity Ticket Prices (if required): \$ \_\_\_\_\_ per adult \$ \_\_\_\_\_ per child \$ \_\_\_\_\_ per college student

How/where to purchase tickets: \_\_\_\_\_

Deadline to purchase tickets: \_\_\_\_\_ Available at door? Yes \_\_\_\_\_ No \_\_\_\_\_

Activity Entry Forms (if required) Fee(s): \$ \_\_\_\_\_ per adult \$ \_\_\_\_\_ per child \$ \_\_\_\_\_ per college student

Location(s) for entry form pickup: \_\_\_\_\_

Do you wish to have entry form available on the ChristmasVille website? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, you will be contacted via e-mail for instructions on how to provide the forms.

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Please give us a short description of your activity. List particulars such as title of puppet show, names of music groups, etc. We cannot list your event without a description.

*\* Note: ChristmasVille reserves the right to edit this description for space requirement to fit in the printed Event Guide and on the website. \**

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### Please provide the following information:

Does Presenter have insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Would you like an appearance by Grant the Gnome, the ChristmasVille mascot? Yes \_\_\_\_\_ No \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s) - note if specific time needed or anytime during activity is OK: \_\_\_\_\_

Location - note specific area at the activity location: \_\_\_\_\_

**\*NOTE:** Due to logistics, Grant's appearances are limited to those activities on or adjacent to the Main, White, & Black St. areas of ChristmasVille.

Will your activity feature Santa Claus? (Requires Board of Governors approval) Yes \_\_\_\_\_ No \_\_\_\_\_

Will your activity generate hotel/motel room nights? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please fill in:

Number of estimated attendees \_\_\_\_\_ X of nights \_\_\_\_\_ = \_\_\_\_\_ Total Room Nights

Will you be distributing any materials at your activity (i.e. t-shirts, promotion materials)? Yes \_\_\_\_\_ No \_\_\_\_\_

*Any materials for distribution must first be submitted to the ChristmasVille Board of Governors and the ChristmasVille Publicity Team for approval.*

Does your activity have its own website, Facebook page, etc. that you would like linked to ChristmasVille website?

Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, please give us the address: \_\_\_\_\_

**This form must be received by the agent below no later than September 1, 2010  
for inclusion in the Festival Guide!**

Please return this completed form **Terry Windell** at [twindell@cityofrockhill.com](mailto:twindell@cityofrockhill.com) or mail to:

**Terry Windell • City of Rock Hill H&NS Dept.  
P.O. Box 11706 • Rock Hill, SC 29731  
803-326-3877**

You will be contacted once to verify that your application has been received, and then again to confirm the dates and times you requested are available. *For scheduling questions only*, please contact the ChristmasVille Event Director, Candy Clapp, at 803-329-8756 or e-mail her at [cclapp@cityofrockhill.com](mailto:cclapp@cityofrockhill.com).

For ChristmasVille Office Use Only

Date received: \_\_\_\_\_ Verified By: \_\_\_\_\_ Proofed for Printing by: \_\_\_\_\_