Banner Submission Template:

**Please email to** **martine@unionleague.org** **when complete before the first of the month!**

Name of submission/event name:

Event date:

Repeating Event:

Frequency:

Day of the week:

Start time:

End time:

Number of seatings:

Seating breakdown:

Ticket limit:

Attendance goal:

Max tickets per reservation:

Normal Cancellation Policy?:

Cancellation Cutoff:

Email to receive email confirmations:

Adults price:

Children 3 to 12 price:

Children 2 and under price:

Event description:

Is there a theme, style or desired color palette? What else should we know?:

Other collateral requests (Max 2 unless approved by 280ink):

 Mini cards quantity:

 Social Post:

 Flyer quantity:

 Poster quantity:

 Menu quantity:

 Digital ad:

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