

Birthday Weekend 20 – 23 January 2017

Information for leaflet and marketing

PLEASE FILL OUT ONE FORM FOR EACH SEPARATE EVENT

IMPORTANT – PLEASE RETURN BEFORE THURSDAY 30th November

1. Date(s) and time(s) of Event: (Must be between Saturday 20 - Tuesday 23 January)	
2. Title of Event: (eg. Chandos Hall Museum Open Day)	
3. Organiser: (eg. Milton Keynes Library)	
4. Description: (For leaflet – no more than 60 words preferably less e.g. Exhibition of costumes and displays of local artefacts)	
5. Location: (eg. Located behind 52-55 Silver Street, Newport Pagnell MK16 0EW)	
6. Access: (To be noted only if difficulties are common – e.g. Two steps to entrance but a portable ramp is available)	
7. Website: (if available)	
Contact: e.g. name, telephone and email. This will appear in the brochure and online. Please indicate if you do not want it included.	
8. Booking details: (e.g. if advanced booking is required or how to get tickets)	
9. Photograph (If available – an important addition to entry if provided). Send as a JPG file with a caption and credit details.	

Please return this form by Thursday 30th November.

To: mel@livingarchive.org.uk

Mel Jeavons Living Archive, Milton Keynes Museum, Wolverton, MK12 5EL
01908 322568