



## Client Event Information Form for Public Events, Tradeshows, Conferences & Conventions ONLY.

**This form permits us to post your event on our Lansing Center website calendar and offer a welcome on our exterior LED building marquis. In order for us to do so, your permission is required. By not submitting this form by the appropriate deadline, we will assume that you do not want your event made public and it will not appear on our Lansing Center website calendar or our exterior LED building marquis.**

**Form deadline for PUBLIC events is 30 days before the first day of the event.**

**Form deadline for all other events is 14 days before the first day of the event.**

*If your event is open to the public (either free, by ticket presales or preregistration, or by box office ticket sales), the following requested information will post on the Lansing Center Website Calendar of Events, upon receipt of form. Also for public shows, trade shows, conferences and conventions (whether public or not) some of this information will also post on our outdoor LED signs. **This form should be filled out electronically and emailed back.***

**BE ACCURATE with spelling, dates, amounts, facts, etc. What you tell us here is what the public will see.**

Exact Name/Title of Event (no more than 50 characters, including spaces):

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Exact Days of Event (no more than 25 characters, including spaces):

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**NOTE: The following information is only necessary for public events, and posts on the Lansing Center website ONLY.**

Exact Day(s) and Time(s) for Event:

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Cost(s) for Event:

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Website URL where the public can find more information:

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Public contact phone number: (\_\_\_\_\_)

Public contact person at that number (if available):

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Important information (including ticket info) / short description / summary of event (300 words max., attach adtl. page if necessary):