**MARKETING CHECKLIST**

**CHECKLIST:**

* Press Release
* RTC Website Listing
* E-Newsletter
* Interviews for e-newsletter?
* Poster (27" x 40")
* Fliers (8.5" x 11")
* Postcards (4" x 6")
* Social Media (Facebook, Twitter)
* Trailer (2 minutes or less)
* Newspaper/Magazine Print Advertisements
* Rosendale Theatre's Pre-Show Ad ($75 per month)
* Other

Email this form to info@rosendaletheatre.org SIX WEEKS before your event. All productions, rentals and co-productions, are promoted through the Rosendale Theatre's printed calendar, website, facebook page, e-newsletter and twitter account. Posters/flyers are displayed in the theatre lobby and moved to the outside poster case on the week of event.

Include Rosendale Theatre ticket logo in all marketing materials.

|  |
| --- |
| Contact info (not for public)  Name: |
| Phone Number: |
| Email: |

Name of the Event:

Date(s) of the Event:

Marketing Deadline - 6 weeks before event date:

Time(s) of the Event:

Duration (hours/minutes):

Admission Price(s) (General admission, Members, Students, Children under 12, seniors):

Rating (G, PG, R):

Description of the event and/or press release:

Advanced Ticket Sale Price (if different):

Advance Ticket Sales Location(s) *Note: The Rosendale Theatre does not offer advanced ticket sales in our box office*:

Advance Ticket Sales Online Link:

Sponsors for this event:

Event Terms (ie Rental, RTC produced, Co-production):

**INCLUDE EMAIL ATTACHMENTS** ofphotos or artwork for the event - high resolution, 300 dpi - Poster, Flyers, Sponsor's Logo, Headshots, etc.