**Lambeth Heritage Festival 2017 - event description template**

**Tour/Tours/Film/Exhibition/Event/Workshop** (please delete those that are not applicable)

**Title** [free text]

……………..

**Date:** [please express as day; date; month]

………………

**Venue:** [input full address including full postcode and separate with commas. Please abbreviate Rd, St, Stn]

………………

**Time:** [start and finish time separate by a hyphen]

……………….

**Description of event**: 50 words max, include the name of the person(s) and or organisation leading the event, partner/sponsors names. If the event you are offering is a led walk can you please also include the distance, duration and end-point.

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**Contact name and number, booking arrangements and refreshments** If you are taking bookings to manage numbers please include a phone number and an email address or web-link. If you are charging or asking for donations, or providing paid refreshments provide detail. [Please embolden this text]

………………….

**Image caption:** [Please type your image caption here, including the name of the creator and date.]

…………………...

Please send us a digital image (JPEG format) which illustrates your event and attach it to your email with the event description. The image title should be expressed as date, month, title of event

**send to** [**jnewman@lambeth.gov.uk**](mailto:jnewman@lambeth.gov.uk) **as soon as possible and absolutely no later than 31 May 2017**

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***Example, with required format***

Workshop Tracing your First World War military ancestors

Date: Thursday 11 September

Venue: Clapham Library, Mary Seacole Centre, 91 Clapham High St, SW4 7DB

Time: 2pm-4pm

Join Lambeth Libraries and Archives and the Black Cultural Archives staff for an introductory practical workshop exploring the online sources available to those wanting to trace their First World War military ancestors. It is recommended that participants are familiar with computers and the internet.

**Booking is essential as places are limited, to reserve your place please email** [**archives@lambeth.gov.uk**](mailto:archives@lambeth.gov.uk) **or tel. 020 7926 6076**

[Image caption] First Surrey Rifles greeting card, c. 1918 [saved as 11.9 Tracing WW1 ancestors]