



**Event Information Release Form**

Please complete this form to have information released to the media concerning your event in the form of a press release, calendar of events, and/or social media mentions. The information or parts thereof requested will be sent to local media, hotels, restaurants, and law enforcement agencies to assist them in preparing for your visit to the City of Baltimore.

This information release form should be forwarded to the Convention Center at least four weeks prior to the beginning of your event.

Name of Organization: \_\_\_\_\_

Event Title: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Circle One Below

Public Show                  Private Event/Members Only

Please give a brief, official description of the event (i.e. when it began, primary goals, special theme or topic for current year).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you interested in adding a link to our website for your event?

Web address: \_\_\_\_\_

**Please send any current printed material in reference to the event or your association along with this form**

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, I give permission to the Baltimore Convention Center to release the above information concerning our event to the media. I also acknowledge that the Baltimore Convention Center periodically uses electronic and traditional media (e.g. photographs, video, audio, etc.) for publicity, educational purposes, and/or advertising purposes and that the aforementioned media obtained by the Baltimore Convention Center during the event may be used on social networking platforms including, but not limited to Facebook, Twitter, and LinkedIn.

\_\_\_\_\_ I do not wish to have my event publicized in any way.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTENTION:**

**Angie Gonzalez, Communications and Marketing Manager  
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