



# FACTS ON YOUR EVENT

4145 East 21<sup>st</sup> Street • Tulsa, OK 74114  
(918) 744-1113

## PLEASE RETURN THIS FORM WITH FACILITY LEASE AGREEMENT

Expo Square needs your assistance to insure accurate information is on file and we can properly publicize your event. Please complete the information below and return with the signed contract.

As a service to our clients, public events are listed on the following areas as time and space permit:

- Marquees on 21<sup>st</sup> Street & 15<sup>th</sup> Street
- Event Calendar at exposquare.com
- Social Media Platforms – Facebook & Twitter

### EVENT INFORMATION

Event Name	_____	Facility	_____
Event Start Date	XX/XX/XXXX	Event End Date	XX/XX/XXXX
Is this event open to the public?	Yes      No	Any Restrictions?	_____
Event Listed on Marquees & Website?	Yes      No		

### EVENT DATES & HOURS

Monday	XX/XX/XXXX	Hours	N/A if not event date
Tuesday	XX/XX/XXXX	Hours	N/A if not event date
Wednesday	XX/XX/XXXX	Hours	N/A if not event date
Thursday	XX/XX/XXXX	Hours	N/A if not event date
Friday	XX/XX/XXXX	Hours	N/A if not event date
Saturday	XX/XX/XXXX	Hours	N/A if not event date
Sunday	XX/XX/XXXX	Hours	N/A if not event date
Special Promotions	_____		

### PUBLIC CONTACT INFORMATION

Contact Name	_____	Phone	_____
Website	_____	Email	_____

Please submit form to [aallgood@exposquare.com](mailto:aallgood@exposquare.com).