

Lancashire Lantern
The Lancashire Life and Times E-Resource Network
www.lancashire.gov.uk/lanternwici

Lancashire County Library and Information Service is committed to providing community information to the people of Lancashire. As part of our service we maintain a database of local events of interest to the general public. The Community Information Database is accessible via the Lancashire Lantern web site.

If you would like your event to be included please complete the form below and return to your local library. If you do not have a personal contact for this event simply complete the "contact details" box under **EVENT**.

CONTACT			
Title:	Forename:	Surname:	Y/N
Contact address:	Position:		Y/N
	Telephone:		Y/N
	Mobile phone:		Y/N
	Fax:		Y/N
	Postcode:	Y/N	Email:
<ul style="list-style-type: none"> • All of the above contact details will be displayed to the public unless otherwise stated. Please indicate Y/N as desired. 			

EVENT Name:	
Information (30 words maximum):	
Website:	
Venue:	Start time: End time:
Venue Address:	Start date: End date (leave blank if event is one day only):
	Ticket details (tick as many as applicable, will be left blank if none ticked): <input type="checkbox"/> Charge applicable <input type="checkbox"/> Free <input type="checkbox"/> Numbers limited <input type="checkbox"/> Ticket required
	Postcode: Charge:
Contact details:	Disabled access: Yes/No Details:
Contact email:	
Venue opening hours (if applicable):	Image URL:

Please read/complete both sides of this form

In addition to a Contact, you may wish to assign a Record Owner to your event. This gives that person the facility to edit your event details and to accept or decline any suggestions that other members of the public may make with regard to your event.

If your event is something that will recur, e.g. Christmas concert, Summer Fete. etc, you can edit the record after the event has taken place and simply amend the details. You may also apply for several event records if required, e.g. June Golf Tournament, July Golf Tournament, etc, so that you can publicise all your event simultaneously.

The Record Owner may or may not be the same person as the Contact.

The Record Owner details do not display to the general public.

If you do not wish to have a Record Owner at this stage you may ask us to assign one at any time in the future.

If you wish to assign a Record Owner, please ask that person to go to www.lancashire.gov.uk/lanternwici and register as a user before you return this form with their username entered below:

RECORD OWNER Username:

Record creators can 'tag' records with open-ended labels, which public users can then browse for using the **Tags** menu. Please suggest a couple of tags (or keywords) for your event, to help public users in their search. For instance: rugby, "brass bands", toddlers, faith etc.

TAGS:

You may already have an entry on the Lantern for the group, society or organisation involved in this event. If you would like to link your society with this event, please enter the society name below:

The information will be held and used by the County Library in accordance with the terms and provisions of the Data Protection Act, 1998. Each Community Information record is reviewed and updated once a year. In cases where an organisation has not responded, the record will be deleted.

Please read/complete both sides of this form