

Event Programme Guidelines

In order to ensure the best publicity for all events, the following information **MUST** be supplied for each event. This information will be used to publicise the event through posters, leaflets, adverts, website and social media platforms. Please ensure all information is supplied at least **TWO MONTHS** before the event.

Date:	Thursday 9 th May 2024
Time:	6.30pm
Venue:	Waterstones Bookshop, South Street, Dorchester, Dorset , DT1 1DQ
Event Capacity	40
Ticket Price:	Free
Title of Event:	Book Launch Paula Byrne 'Hardy Women: Mother, Sisters, Wives, Muses'
Name of Speaker or Organiser: including title/designation in full. No abbreviations please. This will appear on all publicity.	Paula Byrne
Summary: Grab people's attention with a short description about your event. Attendees will see this at the top of your event page. (140 characters max)	Hardy is one of the most beloved and most-read British authors. His influence on literature and the minds of his readers is singular. But how is it that the novelist who created some of the most memorable and modern female characters in literature had such troubled relationships with real women?
Description: Add more details to your event like your schedule, sponsors or featured guests, including brief biographical details of speaker if applicable	Please join Paula Byrne for a talk and book launch!
Image: N.B. Please ensure you supply an image separately as an attachment in an email or by post - the image supplied must not infringe copyright. Please ensure the image is attractive and inspiring! PLEASE NOTE that if we do not receive an image at least two months before the date of the event, we will use a stock image.	
Any other comments or any additional information	

Equipment: We have a digital projector (and screen) which is connected to a laptop. We encourage speakers to bring their own laptop if at all possible. The THS laptop runs Microsoft Powerpoint Viewer only. If possible, bring your presentation on a memory stick.