



INFORMATIONAL SHEET FOR EVENT ADVERTISING

**Information posted on website for River's Edge Convention Center*

**Information posted on indoor and outdoor marquees of building*

If you would like specific information posted on the website and marquees for your event, please provide the following details. If you choose not to provide any information, the name and date of your event will be the only items posted. If you prefer to not have your event posted at all, please notify your event planner.

Event Title:

Event Date:

Event Starts:

Event Ends:

Time Details:

Private or Public Event:

Cost:

Description of Event:

Photo, Logo or Image: Please attach - some images may be too complex to be used on the marquee

Web Address:

Email Address:

Contact Phone:

Email Completed Form to: info.riversedge@ci.stcloud.mn.us