



Wokingham Town Council

8th December 2016

Wokingham Cultural Month of May 2017

Good Afternoon,

I am writing to you as you either sent in an event for last year's Cultural Month programme or are a venue or group who puts on arts and/or cultural events in Wokingham.

A little history for those who have not heard of Wokingham Cultural Month.

Over the last two years May has been designated Wokingham Cultural Month, to celebrate the breadth of Arts and Culture related events, groups and societies we have in the immediate area.

A programme of events is created and distributed to residents within Wokingham Town some approx. 14-15,000 homes. This programme includes events from many Arts and Culture groups or venues putting on such events during the month of May and it is also placed online on the Cultural Month website.

This year, May is again our Cultural Month and we will again be looking for as many May, Wokingham based Arts and Cultural events as we can. If you have an event planned please let me know, even if the details are not yet fixed. Please also pass this letter on to any other organisations as you feel would fit to the information provided below.

The Event must be:

- Arts and/or Culture based. ie: music, dance, visual arts, photography, crafts, literature, historical etc (This list is not exhaustive as culture is a broad subject, if you are unsure if your event fits in please ask)
- Open to the public.
- Within the Wokingham Town area. If you are unsure if you fall within the town you can check the relevant ward map here: <http://wokingham-tc.gov.uk/council/ward-maps>
- In the month of May 2017.

I would be interested in any details available for your event even if you cannot as yet supply all the details requested below. This helps me pre-plan the programme and manage available space.

The deadline for final information is **February 5th 2017**.

There is no fee or charge for having your event listed.

Final information should include the following:

- Date
- Time
- Event title
- Location
- Cost
- contact web address or other method of contact to be published
- 20 words of any other information as a description.
- A photograph to illustrate the group or event (*may not always be used)

It is expected that there will be limited space in the programme so I cannot guarantee inclusion of all your information. It is also possible that I may not be able to include all events in the printed programme although that has yet to happen.

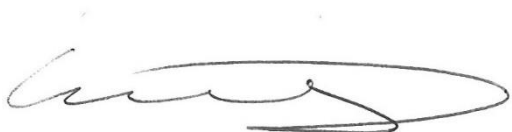
There will also be an online website based version of the programme with no specific deadlines so if you get a last minute event it is still possible to include this in the Cultural Month here.

www.wokingham-tc.gov.uk/culture

For your information a web version of the printed programme from last year is available at

https://issuu.com/wokingham_tc/docs/cultural_month_2016_version_2_no_qb

Yours sincerely

A handwritten signature in black ink, appearing to read 'Gemma Cumming', with a large, sweeping flourish at the end.

Gemma Cumming

Arts & Culture Officer

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