

**Listing Training & Events on the Music Mark Website**

If you would like us to list your training or event on our website, please complete the form below and return it to [info@musicmark.org.uk](mailto:info@musicmark.org.uk).You must attach your organisation’s logo to your email so that we can add this to the listing. If you would like us to add any promotional images, please also attach these to your email.

To help you complete this form, [take a look at our website](https://www.musicmark.org.uk/events/event-types/music-mark-events/) to see how training and events are currently displayed.

If you would like to submit multiple training and events listings, please use one form for each listing.

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| **Title** |  |
| **Organisation** – who is running the training or event? |  |
| **Date and time** |  |
| **Booking/application deadline** - if applicable |  |
| **Location** - if this is an online event, please include the platform that will be used. |  |
| **Who is this for?** -This is for tagging purposes. Please list who your training or event is aimed at. For example: teachers, schools, music education leadership teams, administrators, marketing departments etc. |  |
| **Short description** -This is the text that will be visible when the listing appears in the list of training and events. This text also appears at the top of the main page for the listing so please don’t repeat this text in the next box. Please write your short description as a single paragraph (no bullet points) and do not exceed 300 characters. |  |
| **Full description** |  |
| **Booking information** - if applicable, include ticket prices, discounts, and contact details here. |  |
| **Booking link** |  |