**Venue Specification Form for the French Wedding Directory**

The following specification is for the provision of advertising material to be used on French Wedding Directory. More details of the Campaign and the Terms and Conditions can be found in the Promotional Contract.

**Category:**
**Region:**
**Length of Term:**
**Total Cost: £**

Please complete and send back as a Microsoft Word document **-
not a hand written pdf or scanned copy.**

|  |  |
| --- | --- |
| **Description** | **Details** |
| **Business Name:** |  |
| **Contact Name:** |  |
| **Quick preview listing:** (No more than 20 words, describing your service) |  |
| **Full Bio:** (No more than 200 words describing your services). All text after 200 words will not be included. |  |
| **Languages spoken:** (please list) |  |
| **Website:** |  |
| **Up to 2 x Email Addresses:** |  |
| **Up to 2 x Phone Numbers:**  |  |
| **Facebook url:** |  |
| **Twitter url:** |  |
| **Pinterest url:** |  |
| **Instagram url:** |  |
| **Linkedin url:** |  |
| **Google + url:** |  |
| **Youtube url:** |  |
| **Vimeo url:** |  |
| **Venue Address:** |  |
| **Maximum number of guests your venue can hold:** |  |
| **How many guests can stay at your venue (max accommodation)** |  |
| **What is the nearest airport (km / minutes)** |  |
| **What is the 2nd nearest airport** |  |
| **Do you have a chapel or church, or is one nearby?** |  |
| **Is there disabled access? Y/N** |  |
| **Do you allow pets? Y/N/ Guide dogs only.** |  |
| **Do you have a swimming pool? Y/N/Y but not during winter.** |  |
| **Is there internet at your venue? Y/N** |  |
| **What catering options are available? Free Choice/Self Catering/In House Chef/Preferred Caterer?** |  |

**Listings include:**

No more than 6 images which will be presented at a maximum of 600px wide. Please attach to return email as jpg (Maximum email size cannot exceed 10MB), or provide a link to a dropbox or wetransfer folder.
If necessary, please stipulate the order of the images and which one should be used as the "main image". There is no need to provide a square version for this use.

No more than 4 videos. Please provide the Youtube or Vimeo links that are to be used.
If necessary, please stipulate the order of the videos.