

Indigo

Chapters

indigo.ca

Event Request Form

Dear Author/Artist/Vendor,

Thank you for your interest in an event with Indigo and Chapters. If you would like to check on the possibility of an in-store signing or performance, you can call a store and ask for the manager who schedules local events.

Locations and phone numbers can be found via the [Store Locator](#).

Once you have contacted a store and have a manager's contact information, please complete the following form in order for us to determine the viability of hosting an event and once complete, email or fax it back to your store manager contact.

Please Note:

- Stores usually require 4-6 weeks lead time when scheduling an event.
- Stores cannot book events in December and early January.
- Stores receive many requests and while they may not be able to host every one, each request will be considered.
- If stores are unable to order your product through their in-store system, the only alternate option is consignment – 45% discount on books, 30% discount on CDs. Please ask your manager contact for details.
- If your book has been published by iUniverse, please contact iUniverse directly with any event request:
 - publishingprograms@iuniverse.com
- This form may be filled out once and used to connect directly with multiple locations.

Author/Artist/Vendor Contact Information:

NAME	
PHONE #	
EMAIL	
WEBSITE	

Proposed Dates/Times and Locations - Please list specific store(s) that you would like to visit

Locations can be found online <http://www.chapters.indigo.ca/home/storelocator/>

Note: Author/Artist/Vendor is responsible for travel to/from store

DATE	TIME	STORE NAME	CITY/PROVINCE

Event Format Options (note: format possibilities depend on store size and availability – please clarify with your store manager contact) * double click to check mark

<input type="checkbox"/>	Meet and Greet – author can engage with customers as they browse in-store
<input type="checkbox"/>	Author talk – author speaks for 10-15 minutes followed by Q&A if applicable, possible audience seating depending on store
<input type="checkbox"/>	Book club – if the store has an existing book club, author incorporated in scheduled meeting/discussion
<input type="checkbox"/>	Live performance – artist performs live in-store

Event Set-up Requirements

Store can provide:

- Chair for author and signing table with book stock displayed
- Electric outlets (for music equipment)
- 8.5x11 sign to promote the event *require high resolution book or album cover image from author/artist/vendor – preferably over 700 KB
- Local Facebook Event posting *if store has a Facebook page

Any additional equipment that will be provided by Author/Artist/Vendor

Please note any space requirements (for performers)

--

Your expectations for hosting this event:

Attendance:		Product Sales:	
-------------	--	----------------	--

How can you assist in promoting the event? *double click the square to check mark

<input type="checkbox"/>	Website event posting
<input type="checkbox"/>	Facebook page posting – please add your Facebook page name here:
<input type="checkbox"/>	Twitter postings – please add your twitter handle here:
<input type="checkbox"/>	Email blast – please specify the approximate reach/# of contacts:
<input type="checkbox"/>	Media and/or Advertising – please specify:
<input type="checkbox"/>	Community outreach – please specify:
<input type="checkbox"/>	Professional Network – please specify reach:

Product Details:

ISBN/SKU *no hyphen/spaces	TITLE	AUTHOR	RETAIL PRICE	PUBLISHER	AVAILABLE ON INDIGO.CA YES/NO *copy and paste link if possible

Please write a small “blurb” that briefly describes your book/CD

--

On a scale of 1-10, how comfortable are you with connecting and engaging with new people (1 = not comfortable at all, 10 = actively seek out engagement):

Once your form is received, you will be contacted within 2 weeks to let you know whether or not an event can be scheduled.

Thank you!

Indigo

Enrich your life

Indigo Chapters Coles indigo.ca