



For press or image requests for the Leicester Square Theatre please contact [marketing@leicestersquaretheatre.com](mailto:marketing@leicestersquaretheatre.com)

## Information for visiting companies

### Overprint Detail

Box Office 020 7734 2222

[www.leicestersquaretheatre.com](http://www.leicestersquaretheatre.com)

Leicester Square Theatre, 6 Leicester Place, London, WC2H 7BX

If you are mentioning specific ticket prices on any publicity material the words **Booking Fees Apply** must also be included. This is due to ASA regulations.

### Logos

Please use the venue logo on all promotional material.

Do not distort, crop or change the colour or appearance of the logo in any way.

To be sent logos, please contact [marketing@leicestersquaretheatre.com](mailto:marketing@leicestersquaretheatre.com) with your requirements.

### Images

Please supply images in the dimensions below. Failure to do so may delay the on sale of your event, and affect subsequent promotional activity.

#### Images for digital

Portrait image 500\* w x 665\* h

Format: JPEG

#### Image for print

High res image >1mb

Format: JPEG

Please also supply any additional promotional or production images; Youtube link to promotional trailer and/or video footage.

### Print Requirements

#### MAIN HOUSE SHOW:

##### 1 night

1 x A1 Laminated Poster

5 x A3 Posters

500 A5/DL Leaflets

##### 3 nights+

2 x A1 Laminated Poster

10 x A3 Posters

1000 A5/DL Leaflets

#### LOUNGE SHOW:

##### 1 night

3 x A3 Posters

250 A5/DL Leaflets

##### 3 nights+

5 x A3 Posters

500 A5/DL Leaflets

**For long runs or to discuss specific print requirements, please contact [marketing@leicestersquaretheatre.com](mailto:marketing@leicestersquaretheatre.com)**

**Please proof to [marketing@leicestersquaretheatre.com](mailto:marketing@leicestersquaretheatre.com) prior to print.**

Please deliver all print to **Leicester Square Theatre, 6 Leicester Place, London, WC2H 7BX** it would be appreciated if all print deliveries could be made between the hours of 9am and 5pm.

**PLEASE NOTE: As we have many shows at the theatre we have to rotate posters and their positions within the building, please supply posters as early as possible.**

## Marketing Activity

- **Venue marketing activity as per your hire**
  - Listings on venue website
- Eshot inclusion (95k list)
  - On sale announcement
  - Feature 3 weeks prior to show open
- Inclusion on in house screens
- Inclusion in venue brochure
  - Please note inclusion within brochure is subject to show being confirmed and information provided prior to print deadlines.*
- PR listings
- Social Media
  - On sale announcement
  - At least one other solus post

## Social media channels

[twitter.com/lstheatre](https://twitter.com/lstheatre)

[facebook.com/lstheatre](https://facebook.com/lstheatre)

## Contacts

Box Office/Ticketing - [boxoffice@leicestersquaretheatre.com](mailto:boxoffice@leicestersquaretheatre.com)

020 7734 2222

Marketing - [marketing@leicestersquaretheatre.com](mailto:marketing@leicestersquaretheatre.com)

020 7534 1740 ext. 424