

SOUTHBANK CENTRE

Press Guidelines for Promoters and External PRs

Press Releases

Any press releases relating to your event at SC must be signed off by the SC Press Office and the relevant programmer before being issued to the media. The Press Office requires at least 3 working days to approve press releases. Please give advance warning and send to press@southbankcentre.co.uk copying in your Event Manager and Marketing Officer.

Your Press Release

In the title, in the first paragraph and in listings the venue must be referenced as:

Southbank Centre's Royal Festival Hall
Southbank Centre's Queen Elizabeth Hall
Southbank Centre's Purcell Room

Thereafter, you can refer to the Royal Festival Hall, Queen Elizabeth Hall or Purcell Room. In a sentence, 'the' must be used before the Southbank Centre, for example 'the opening show will take place at the Southbank Centre's Royal Festival Hall'.

Please signpost southbankcentre.co.uk for tickets.

You are welcome to use the Southbank Centre boilerplate included at the bottom of this doc.

Press Clash Diary

The Southbank Centre press office operates a press clash diary. Please email press@southbankcentre.co.uk copying in your Event Manager to notify of any press releases, press nights, photo call, press invites being distributed, in advance.

Rental Contacts Log

The Southbank Centre press office operates a PR contacts log so that the press team know who to pass press enquiries onto. To ensure your Promotor or PR is on the list, email press@southbankcentre.co.uk

Press Tickets

See Artistic Rental Promoter Guide on the website [here](#)
SC Press Office will not confirm/deny any press tickets directly with journalists, log any ticket requests, nor attend the box office to give out press tickets.

Media Listings

Where appropriate, we will include information on your event in our own press materials, for example monthly listings which are distributed to key media outlets. However, inclusion will be decided on a case-by-case basis. If any journalist contacts a member of SC Press Office, we will forward their request on to the promoter, or their PR contact if provided.

Current Boilerplate

About the Southbank Centre

The Southbank Centre is the UK's largest arts centre, occupying 11 acres along the river and its 4 venues anchor London's most vibrant cultural quarter on the South Bank of the Thames. We exist to present great cultural experiences that bring people together and we achieve this by providing the space for artists to create and present their best work and by creating a place where as many people as possible can come together to experience bold, unusual and eye-opening work. The site has an extraordinary creative and architectural history stretching back to the 1951 Festival of Britain.

Southbank Centre is made up of the Royal Festival Hall, Queen Elizabeth Hall, Purcell Room and Hayward Gallery as well as being home to the National Poetry Library and the Arts Council Collection. It is also home to six Resident Orchestras (Aurora Orchestra, Chineke! Orchestra, London Philharmonic Orchestra, London Sinfonietta, Orchestra of the Age of Enlightenment and Philharmonia Orchestra). www.southbankcentre.co.uk/