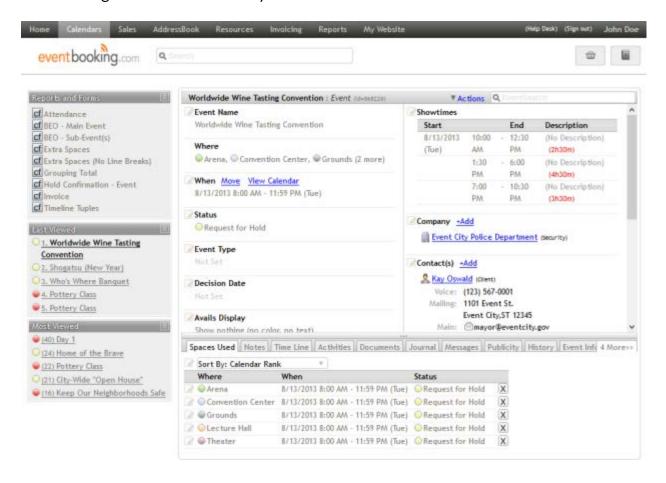# Removing a Contact or Company from an Event

Updated: March 24, 2015

This article will walk you through removing a company, contact or other address book item from an event.
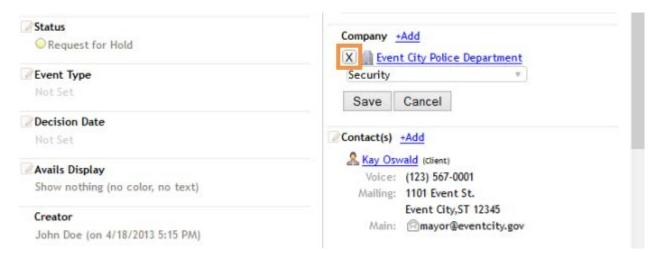
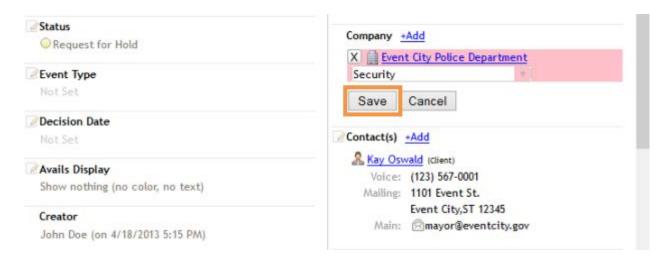1. Navigate to the event that you would like to edit.

2. Click the edit icon next to **Company**, **Contact(s)**, **Artist** or **Venue**.

3. Click the X button next to the address book entry you would like to remove.

4. Click **Save**.

5. The address book item is no longer attached to the event.