

2019 Buildings Submission Form, Glasgow Doors Open Days Festival

Before completing your submission:

Please read our helpful Participant Information Booklet. This is available on the Glasgow Doors Open Days Festival website:

On this page: <https://www.glasgowdoorsopendays.org.uk/resources.html>

Make sure you have the correct form

There are 3 forms available; 1. Building 2. Guided Walk 3. Event

If you are opening a building but also putting on a talk, please fill out a building submission form and an event submission form so that we can ensure your talk is highlighted in the programme, you can still reference the talk in your building description.

If you're not sure which form to complete please contact Molly Whawell, GBPT Events and Development Coordinator 0141 554 4411 molly@gbpt.org

Please complete this form by the 14th April. Submissions made after this date may not be considered.

You will receive a copy of your submission to the email address you submit below.

Forms need to be completed in one sitting and cannot be saved part way through.

* Required

1. **Email address ***

Your Contact Details

These should be the details of the person in charge of your Glasgow Doors Open Days Festival event. This person should be present during the event. All details in this section will be kept private.

2. **Full Name ***

3. **Phone Number ***

4. **Mobile Number**

5. **Email ***

6. **Additional email contacts you would like copied into any correspondence (please separate emails with a semi-colon)**

Building

7. **I am submitting information for (name of building) ***

8. **Organisation (if applicable)**

9. **Address of building ***

10. **If you are also submitting a guided walk or event form please indicate this below:**

Mark only one oval.

I am also submitting a Guided Walk

I am also submitting an Event

Returning Participants

Please read the three options below carefully. If you have participated in Glasgow Doors Open Days Festival in the past two years, we can copy your most recent information over to this year's database.

If you are opting to copy over previous information please check your records and ensure that you are happy with this information EXACTLY as it is. If there are any changes to the information you wish to be replicated, you will need to submit this to us in forms 1 or 2. We are not able to individually send out previous information for you to check- so if you do not have this in your records for checking you will need to complete a full form.

If you have any questions contact the festival coordinator 0141 554 4411

11. *Mark only one oval.*

1. FULL FORM: I would like to submit new information (for first-time participants, for previous participants who want to give updated information or who are putting on new events)
2. SUBMIT NEW FACILITIES/OPEN DAYS/TIMES/ BOOKING INFO: I have participated in Glasgow Doors Open Days Festival in 2018 and/or 2017 and my brochure and website text is exactly the same this year BUT I would like to submit new facilities & access information; opening days & times; tour information and/or booking information *Skip to question 35.*
3. REPLICATE PREVIOUS SUBMISSION: I have participated in Glasgow Doors Open Days Festival in 2018 and/or 2017 and all of my information is exactly the same this year. (Including brochure & website text; opening days & times; tour information; facilities & access information; booking information.) *Skip to question 70.*

Building Details

If date, Architect or other details in this section are not known, please check the Historic Environment Scotland Website: <http://portal.historicenvironment.scot/>

12. **Name of Building**

13. **Address**

14. **Postcode**

15. **Date Built (original plus additional alterations)**

16. **Architect (original plus additional alternations)**

17. **Style of Architecture (if known)**

18. Building Category

Select all that apply
Check all that apply.

- Allotment
- Architect
- Arts Venue
- Bank
- Brewery
- Cafe/Restaurant
- Cemetery
- Cinema
- Civic Building
- College
- Commercial Property
- Community Building
- Court
- Dance Hall
- Education
- Enterprise/Business Centre
- Fire Station
- Gallery
- Garden
- Park
- Government
- Halls
- Health
- Hotel
- House
- Housing Association
- Industrial Building
- Library
- Media Studio
- Museum
- Offices
- Private Members Club
- Private Residence
- Religious Building
- School
- Sport Facility
- Stable
- Swimming Pool
- Theatre
- Tower/View
- Transport
- Other: _____

The details below will be displayed online and given to festival go-ers. ONLY provide this information if you are happy for it to be publicly available.

19. General Phone (for visitor enquiries)

20. General Email (for visitor enquiries)

21. Website Link

22. Facebook Link

23. **Twitter Link**

24. **Other Social Media links**

Organisation

The details below will be displayed online and given to festival-goers. Only provide this info if you are happy with this

25. **Is your application on behalf of an organisation? ***

Mark only one oval.

- Yes
 No

26. **Organisation Name**

27. **Relationship to Building**

28. **Website**

29. **Organisational Information**

No more than 200 words. A chance to tell visitors a bit more about your organisation (For our website).

Describe Your Building

This is your opportunity to sell your building to visitors. Remember, people only visit on average 4 buildings and events year so make sure you stand out!

Advice:

Stick to Word Limits: Less is more and we don't have space for extra words.

Focus on the Visitor: Whenever you write a sentence that contains 'I', 'we', 'us', 'our', look at how you can turn it around to use 'you' or 'your' instead.

Describe the Experience: Explain what they should expect to see/do when they visit. Get excited about it so potential visitors do too!

Include Key Facts: Are you celebrating an anniversary or milestone? Is this your first time taking part? Will you be focusing heavily on a theme? Mention these in your text.

30. **Short description**

No more than ten words. Used to describe your talk/event briefly in promotional material. Pick out the most unique thing about it. Eg. Climb a 17th century steeple (for social media/ press/marketing)

31. **Brochure text**

No more than 40 words. This is the only text used in the brochure and is also the first paragraph shown on your specific webpage. This should summarise your building's offer and demonstrate what visitors should expect to experience when they attend. Eg. A chance to climb the building's steeple and look at photographs from our archives (For our brochure and website)

32. Extra web text

No more than 300 words. This text will carry on from the 40 words you have provided above. This will be displayed on our website only but should give some extra detail that helps inspire visitors to choose your talk/event. Eg. Learn about what goes into preserving the objects and how they came to be in the hands of >name< building. You'll see objects from as far back as 200AD from a collection that has been built up over 100 years. (For our website)

33. Children's Activities

No more than 50 words. Are you putting on activities specifically for children? If so, let us know by detailing suitable age brackets and any other information you think is important. This is your opportunity to pitch your event to the mums and dads. (For our children's programme and website)

34. Young People/Student Activities

No more than 50 words. Is your event/ an aspect of it specifically for young people or students? If so, let us know by detailing age brackets and any other information you think is important. Eg. All you need to do is bring along your student card to show at the door. If this is a stand alone event please also complete an Event Submission Form.

Additional Building Information

35. Is your building usually open to the public as a museum-type facility?

Mark only one oval.

- Yes
 No

Principal Requirements of Involvement

As part of the principle requirements of being involved, buildings that are normally open to the public must offer something additional to their usual 'service'. If you are usually open please ensure that when describing your building you emphasise the additional 'offerings' compared to your usual 'service'.

Facilities and Access during Glasgow Doors Open Days Festival

36. Nearest Train and/or Subway Station *

37. Parking available? *

Mark only one oval.

- Yes
 No

38. Additional Parking Details

39. Physical Access to Your Venue *

Mark only one oval.

- Fully Accessible (access to all areas without trouble, including for someone using a wheelchair or mobility scooter)
 Limited Access (only part of the building is fully accessible (eg. ground floor is wheelchair accessible but other areas are only accessible via stairs- please explain below)
 Not Accessible (the building is not suitable for those with physical access requirements – please explain below)

40. **Further Accessibility Details** (for Fully Accessible and Limited Access please describe what someone visiting your building will encounter eg. the number of steps up to the front door, is it a single or double door entrance, which areas are up x flights of stairs etc.)

41. **Which of the following facilities will you have available for visitors?** (please select all that apply)

*
Check all that apply.

- Seating
- Toilet
- Wheelchair Accessible Toilet
- Refreshments
- Hearing Loop
- Information available in large-print
- Information available in braille
- Staff will have undergone Accessible Tourism Training
- No facilities

42. **Any additional Access Information**

eg. A BSL interpreter will be present

43. **Additional Restrictions (for all visitors)**

eg. parts of the building not open, specific footwear required

Opening Information during Glasgow Doors Open Days Festival Week

44. **How will you be opening during the week?** *

Mark only one oval.

- Building Open (visitors can freely walk around at their leisure)
- Building Open with optional tours available (visitors can freely walk around at their leisure and/or they can go on a tour) *Skip to question 46.*
- Building Tours Only (visitors can only be inside the building if they are on a guided tour)
Skip to question 59.

Building Open

Due to visitor feedback we ask buildings to try to open for both Saturday 21st and Sunday 22nd from 10am-5pm. This allows greater flexibility for visitors to plan their weekend and visit clusters of buildings more easily. You can choose to open your building for longer and during the week.

45. **On which days will you be open?**

Select all that apply
Check all that apply.

- Monday 16th September
- Tuesday 17th September
- Wednesday 18th September
- Thursday 19th September
- Friday 20th September
- Saturday 21st September
- Sunday 22nd September

46. Please detail the opening times for the days you have selected (please abbreviate days and use the 12hr am/pm clock, eg Mon-Fri 10am-5pm)

Now go to section 11 Describing your Building

Skip to question 70.

Building Open with optional tours available

Due to visitor feedback we ask buildings to try to open for both Saturday 21st and Sunday 22nd from 10am-5pm. This allows greater flexibility for visitors to plan their weekend and visit clusters of buildings more easily. You can choose to open your building for longer and during the week.

47. On which days will your BUILDING be open?

Select all that apply
Check all that apply.

- Monday 16th September
- Tuesday 17th September
- Wednesday 18th September
- Thursday 19th September
- Friday 20th September
- Saturday 21st September
- Sunday 22nd September

48. Please detail the opening times for the days you have selected (please abbreviate days and use the 12hour am/pm clock, eg Mon-Fri 10am-5pm)

49. On which days will TOURS be available?

Select all that apply
Check all that apply.

- Monday 16th September
- Tuesday 17th September
- Wednesday 18th September
- Thursday 19th September
- Friday 20th September
- Saturday 21st September
- Sunday 22nd September

50. Please detail the tour start times for the days you have selected

51. Tour Duration (minutes)

52. Tour Maximum Capacity

53. Tour Meeting Point

(enough space for a crowd)

54. Is booking required for your tours?

Due to visitor feedback from previous years, where possible, please do not require advanced bookings, instead allocate places on a first come first served basis on the day.
Mark only one oval.

- No After the last question in this section, skip to question 29.
- Yes - booking required for ALL tour places
- Yes - booking required for HALF the places on the tour

55. If you selected yes to advanced booking for tour places please select a method of booking

Mark only one oval.

- GBPT to handle bookings (full list of attendees will be provided prior to your tour) After the last question in this section, skip to question 29.
- I would like to handle my own bookings and will have a telephone number and online method operational by mid August

If you do not want GBPT to handle bookings, please detail how visitors can book:

56. Booking Phone Number

57. Booking Text Number

58. Booking Email

59. Booking Webpage

(Eventbrite is great and free!)

Skip to question 70.

Building Tours Only

Due to visitor feedback we ask buildings to try to open for both Saturday 21st and Sunday 22nd from 10am-5pm. This allows greater flexibility for visitors to plan their weekend and visit clusters of buildings more easily. You can choose to open your building for longer and during the week.

60. On which days will your building tours run?

Select all that apply
Check all that apply.

- Monday 16th September
- Tuesday 17th September
- Wednesday 18th September
- Thursday 19th September
- Friday 20th September
- Saturday 21st September
- Sunday 22nd September

61. Please detail the tour start times for the days you have selected (please abbreviate days and use the 12hour clock am/pm, eg Mon-Fri 10am-5pm)

62. Tour Duration (minutes)

63. Tour Maximum Capacity

64. Tour Meeting Point

(enough space for a crowd)

65. Is booking required for your tours?

Due to visitor feedback from previous years, where possible, please do not require advanced bookings, instead allocate places on a first come first served basis on the day.

Mark only one oval.

- No
- Yes - booking required for ALL tour places
- Yes - booking required for HALF the places on the tour

66. If you selected yes to advanced booking for tour places please select a method of booking

Mark only one oval.

- GBPT to handle bookings (full list of attendees will be provided prior to your tour)
- I would like to handle my own bookings and will have a telephone number and online method operational by mid August

If you do not want GBPT to handle bookings, please detail how visitors can book:

67. Booking Phone Number

68. Booking Text Number

69. Booking Email

70. Booking Webpage

(Eventbrite is great and free!)

Additional Information and Opportunities

71. I would be interested in the following:

Check all that apply.

- Hosting a talk
- Hosting a special event
- Hosting a large interactive installation
- Hosting additional children/family events/activities

72. If you would be willing to host a talk or concert please tell us the capacity you could accommodate

73. If you are interested in hosting an interactive installation please detail the space you have available

eg. We have a large empty hall on the ground floor with a large cupula. Molly will be in touch with further details regarding this opportunity.

Images

We require you to send a selection of digital images of your building for use in promotional material. High quality images encourage visitors to attend and increase your chance of being highlighted in our marketing material in print and online. Please make an effort to take new images, and to choose a sunny day to take them. If you don't think you can do a good job, ask around and see if someone will take some as a favour. If your building has been involved with an architect, there's a chance they will have had some taken, so get in touch with them.

Images must include: any credits and the name of the building listed in the title of the image and sized at least 500kb.

Please send these to molly@gbpt.org or via wetransfer.com

74. Mark only one oval.

- I have sent images to Molly
- I have taken part in Glasgow Doors Open Days before and there are already high quality images on file
- I have sent images to Molly, but would also be interested in getting some more images done if possible
- I do not have any suitable images, if possible please help me arrange for someone to come to take some

Promotional Material

We are exploring different options for signage this year and will send further information when this becomes available, in the mean time please indicate which options you would in theory be able to accommodate.

75. Which of the following promotional signage are you able to accommodate

Check all that apply.

- A large banner - to be displayed one month in advance in a prominent place
- A small banner - to be displayed during the event only
- A sandwich board/A-frame sign on the pavement outside - to be displayed during the event
- We accidentally kept a banner from a previous year (we promise to return it this year)

76. How many A4 Posters would you like?

77. How many A3 Posters would you like?

78. How many A2 Posters would you like?

79. How many brochures would you like?

80. Address for delivery

81. Delivery instructions

Delivery will be to the address detailed above in early August - we will notify you before they go out. Please detail any special instructions for the courier. This will be addressed to the main contact.

Final Checklist

82. I would be interested in the following...

Check all that apply.

- FREE advertising for volunteers on the Glasgow Doors Open Days Festival website
- Opportunities for sponsoring Glasgow Doors Open Days Festival or for placing an advert in the brochure or on the website

83. I have read, understood and accept the responsibilities and expectations of being involved in Glasgow Doors Open Days Festival (this can be found in Participant Information Booklet)

<https://www.glasgowdoorsopendays.org.uk/resources.html> *

Mark only one oval.

- Yes

Thank you for applying to be part of the Glasgow Doors Open Days Festival 2019!

We will let you know if you have been successful by the end of April

A copy of your responses will be emailed to the address you provided

