

2018 Event 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'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 *

First and last name

3. Phone Number *

4. Mobile Number

5. Email *

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

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

Mark only one oval.

Yes

Skip to question 7.

No

Skip to question 14.

Organisation

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

8. Organisation Name

9. General Phone

10. General Email

11. Website Link

12. Facebook Link

13. Other Social Media Links

14. Organisational Information

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

Event Details

15. Name of Event (for the brochure)

16. Type of Event

Mark only one oval.

- Talk
- Exhibition
- Workshop
- Other: _____

17. Do you have a venue for your event

You are much more likely to be included in the programme if you have a venue however we will in exceptional cases be able to help find you somewhere to hold your talk/event. We are offering organisations the chance to 'take-over' the festival hub to host a series of lunchtime or evening pecha-kuchas, talks, film-screenings or workshops. If you are an organisation with a specialism relevant to our theme and programme focus and you would like to be considered for this opportunity please indicate so below. N.B. in order for it to be considered a 'take-over' your proposal should include more than one activity eg. an Archaeological society might present three short talks by different Archaeology experts. *Mark only one oval.*

- Yes
- No (please help me find one) *After the last question in this section, skip to question 20.*
- I would like my talk/event to be hosted at the festival hub but a fall-back venue is detailed below (festival hub venue tbc)
- I am an organisation and I am applying to do a festival hub 'take-over' (a fall-back venue is detailed below)

18. Hosting Venue Name

If you have asked to be considered for hosting in our pop-up festival hub please use the below to detail your fall-back venue. We will notify you if you have been selected for hosting in our hub, in the meantime your fall-back venue must be secured.

19. Hosting Venue Address

20. Hosting Venue Postcode

Facilities and Access during Glasgow Doors Open Days Festival

These details are for venues OTHER than the festival hub

21. Nearest Train and/or Subway Station

22. Parking available?

Mark only one oval.

Yes

No

23. Additional Parking Details

24. 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 (some areas may be inaccessible- please explain below)

Not Accessible (Event is not suitable for those with physical access requirements – please explain below)

25. 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.)

26. 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 have undergone Accessible Tourism Training

27. Any additional Access Information

eg. A BSL interpreter will be present

28. Additional Restrictions on Access

eg. Age limit

Event Times during Glasgow Doors Open Days Festival

29. Please indicate the days on which your talk or event will take place *

If you are applying to do a festival hub 'take-over' please indicate the days on which you would be able to hold the 'take-over'. (N.B. take-overs will be over one lunchtime or evening, Molly will be in touch if you have been selected for this opportunity to inform you which day you have been programmed on)
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

30. At what time will your event(s) take place on the selected days? (please abbreviate days and use the 12hour clock am/pm eg. Mon & Weds 4pm)

If you are applying to do a 'take-over' please indicate whether you could do a lunchtime, evening or both on your selected days.

31. Duration (minutes) *

32. Maximum Capacity

Booking Information

Due to visitor feedback, where possible, please try to allocate places on a first come first served basis.

33. Is booking required for your event? *

Mark only one oval.

- No. Booking is NOT required. Places will be allocated on a first come first served basis on the day.
- Yes. Booking is required.
- Yes. Booking is required for half the places on the event. The other half will be offered on a first come first served basis on the day.

34. If you selected yes to advanced booking for event places please select a method of booking

Mark only one oval.

- GBPT to handle bookings (a full list of attendees will be provided prior to your event).
- I would like to handle my own bookings (you must have both 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:

35. Booking Phone Number

36. Booking Text Number

37. Booking Email

38. Booking Webpage

(Eventbrite is great and free!)

Describe your Event

This is your opportunity to sell your talk/event 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.

39. 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. A chance to see objects from the private archives

40. 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 talk/event and demonstrate what visitors should expect to experience when they attend. Eg. A chance to see objects from the >name< building's private archives. Learn about the artefacts' history and have a chance to handle them yourself.

41. 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.

42. Children's Event

Is your event/ an aspect of it 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.

43. Young People/Student Event

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.

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 chose 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

44. 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.

45. 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
- No, we accidentally kept a banner from a previous year (we promise to return it this year)

46. How many A4 Posters would you like?

47. How many A3 Posters would you like?

48. How many A2 Posters would you like?

49. How many brochures would you like?

50. Address for delivery

51. 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

52. 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

53. 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