

2019 Guided Walk 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 walk/tour. 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 addresses with a semi-colon)**

Your Walk

7. **I am submitting information for (name Guided Walk)**

8. **Organisation (if applicable)**

9. **If you are also submitting a building or event form please indicate this below:**

Mark only one oval.

I am also submitting a Building

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 afresh. 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

10. *Mark only one oval.*

- 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)
- SUBMIT NEW FACILITIES/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; walks days & times and/or booking information *Skip to question 28.*
- 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; walk days & times; facilities & access information; booking information.) *Skip to question 46.*

Guided Walk Details

11. **Title of Walk (for our brochure)**

12. **Meeting Point**

This should be easy to find with enough space for a crowd

13. **Nearest Address to Meeting Point**

14. **Postcode**

15. **Walk Type**

eg. outdoor walk

Organisation

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

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

Mark only one oval.

- Yes
- No

17. **Organisation Name**

18. **General Phone**

19. **General Email**

20. **Website Link**

21. **Facebook Link**

22. Other Social Media Links

23. Organisational Information

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

Describe Your Guided Walk

This is your opportunity to sell your walk/tour 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.

24. Short description

No more than ten words. Used to describe your walk/tour briefly in promotional material. Pick out the most unique thing about it. Eg. Follow the path of the Molendinar Burn

25. 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 walk/tour and demonstrate what visitors should expect to experience when they attend. Eg. We will look at how Glasgow's natural landscape has shaped the city's urban layout...

26. 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 walk/tour.

27. Children's Activities

No more than 50 words. Are you putting on a walk/tour or 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.

28. Young People/Student Activities

No more than 50 words. Is your walk/tour/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. We will be hosting an additional midnight walk specifically for students. All you need to do is bring along your student card

Facilities and Access during Glasgow Doors Open Days Festival

29. Nearest Train and/or Subway Station

30. Parking available?

Mark only one oval.

- Yes
 No

31. Additional Parking Details

32. Physical Access to Your Walk *

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 slightly tricky- please explain below)
 Not Accessible (walk/tour is not suitable for those with physical access requirements – please explain below)

33. Further Accessibility Details

eg. we will be walking on main roads with wide even pavements

34. Which of the following facilities will be available for visitors on your walk? (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

35. Any additional access information

eg. one of the walks will be a 'slow-walk' for people who prefer a slower pace, this date is indicated in our event details or a BSL interpreter will be present

36. Additional Restrictions on Access

eg. age limits, footwear required

Walk Times during Glasgow Doors Open Days Festival

37. Please indicate the days on which your walk or tour will take place *

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

38. Please detail the start times of your walk(s) for the days you have selected (please use 12 hour clock am/pm and abbreviate days eg, Mon & Weds 1pm) *

39. Walk Duration (minutes) *

40. Walk Maximum Capacity *

Booking Information

41. Is booking required for your walk/tour?

Mark only one oval.

- No
- Yes - booking required for ALL tour places
- Yes - booking required for HALF the places on the tour, others are allocated on the day first come first served

42. If you selected yes to advanced booking for walk/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:

43. Booking Phone Number

44. Booking Text Number

45. Booking Email

46. Booking Webpage

(Eventbrite is great and free!)

Images

We require you to send a selection of digital images 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. Think about trying to illustrate what visitors will encounter on their walk.

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

47. *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.

48. **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 accidently kept a banner from a previous year (we promise to return it this year)

49. **How many A4 Posters would you like?**

50. **How many A3 Posters would you like?**

51. **How many A2 Posters would you like?**

52. **How many brochures would you like?**

53. **Address for delivery**

54. **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

55. **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

56. **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

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