

2020 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

BOOKINGS

For several years, the most common element of the festival which draws comment is event bookings. Participants, particularly walk leaders, are often left disappointed when only a few people show for fully booked tours. This also frustrates other visitors who would have booked a place had an event not been sold out.

In order to address this and several other issues, in 2020 we are considering discontinuing bookings.

In 2020 submissions to the programme which do not require bookings and are open for the whole weekend of the festival (and as much during the week as possible) will be looked on favorably. This change takes us back to the roots of the festival where the whole programme was accessible to all, leaving visitors free to wander round without the need to book into events.

Of course we realise that as the festival has developed and some events get particularly popular, some participants would be overrun if they were not able to cap numbers. To address this we are proposing to operating a ticket office at the festival hub, at the Ramshorn on Ingram Street, where visitors will be able to collect tickets in advance of the event, thus making sure tickets get to people who intend to use them.

A final decision on this is yet to be made, and we welcome any thoughts participants may have on this issue.

Please make careful consideration before electing to cap numbers and ticketing your event. Most events will run effectively on a first come first served basis, if you are not sure about ticketing, which form to fill in or about any other issue please contact Stephen Sheriff, GBPT Events and Development Coordinator 0141 554 4411 stephen@gbpt.org.

Please complete this form by the 9th April. Submissions made after this date will 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

Building
Details -
Heritage
Handout

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

This information will be used to generate a branded Glasgow Doors Open Days Festival Heritage Handout for your building that you will be able to distribute to participants. The handout will also be available at the festival hub so make it detailed and interesting in order to draw people to your building. The handout will be ONE SIDE OF A4 so bear this in mind.

11. Name of Building

12. Address

13. Postcode

14. Date Built (original plus additional alterations)

15. Architect (original plus additional alternations)

16. Style of Architecture (if known)

17. 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: _____

18. Please provide a brief history of the building/area

19. How has the building/area evolved?

20. Any noteworthy architectural features or ornamentation?

21. Materials used and why they might have been chosen?

22. Interesting facts - the people involved, what is was used for, claims to fame?

23. Anything else you think it would be useful for people to know?

Contact Details

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.

24. General Phone (for visitor enquiries)

25. General Email (for visitor enquiries)

26. Website Link

27. Facebook Link

28. Twitter Link

29. 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

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

Mark only one oval.

Yes

No

31. Organisation Name

32. Relationship to Building

33. Website

34. Organisational Information

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

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

Mark only one oval.

Yes

No

36. Organisation Name

37. Relationship to Building

38. Website

39. 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!

Festival Theme: This years themes are 'Untold Stories', 'Education and 'Coasts and Waters', let us know here if your event applies to any of these themes. For guidance on the festival themes please see the Participant Information Booklet which is available on our website on the Resources page.

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.

40. Short description

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

41. 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)

42. 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)

43. 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.

44. Children's Scavenger Hunt

In 2020 we plan to stage a scavenger hunt for children. This activity will encourage children and their guardians to visit more venues. The scavenger hunt will take the form of a quiz that to get the correct answer you will have to visit the venue and do some detective work. A prize will be offered to encourage participation. Would you like to take part? Does your building have an interesting story that you think would appeal to children?

45. 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.

Additional Building Information

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

Mark only one oval.

Yes

No

47. Principle Requirements for 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'.

48. Nearest Train and/or Subway Station *

49. Parking available? *

Mark only one oval.

Yes

No

50. Additional Parking Details

51. 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)

52. 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.)

53. 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

54. Any additional Access Information

eg. A BSL interpreter will be present

55. Additional Restrictions (for all visitors)

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

Opening Information during Glasgow Doors Open Days Festival Week

56. 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 59*
- Building Tours Only (visitors can only be inside the building if they are on a guided tour) *Skip to question 72*

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.

57. On which days will you be open?

Select all that apply

Check all that apply.

- Monday 14th September
- Tuesday 15th September
- Wednesday 16th September
- Thursday 17th September
- Friday 18th September
- Saturday 19th September
- Sunday 20th September

58. 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)

**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.

59. On which days will your BUILDING be open?

Select all that apply

Check all that apply.

- Monday 14th September
- Tuesday 15th September
- Wednesday 16th September
- Thursday 17th September
- Friday 18th September
- Saturday 19th September
- Sunday 20th September

60. 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)

61. On which days will TOURS be available?

Select all that apply

Check all that apply.

- Monday 14th September
- Tuesday 15th September
- Wednesday 16th September
- Thursday 17th September
- Friday 18th September
- Saturday 19th September
- Sunday 20th September

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

63. Tour Duration (minutes)

64. Tour Maximum Capacity

65. Tour Meeting Point

(enough space for a crowd)

66. Are your tours ticketed?

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 - ticket required for ALL tour places
- Yes - ticket required for HALF the places on the tour

67. If you selected yes to ticketing for tour places please select a method of issue

Mark only one oval.

- GBPT to handle tickets (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 issue tickets, please detail how visitors can book:

68. Booking Phone Number

69. Booking Text Number

70. Booking Email

71. Booking Webpage

(Eventbrite is great and free!)

**Building
Tours
Only**

Due to visitor feedback we ask buildings to try to open for both Saturday 19th and Sunday 20th 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.

72. On which days will your building tours run?

Select all that apply

Check all that apply.

- Monday 14th September
- Tuesday 15th September
- Wednesday 16th September
- Thursday 17th September
- Friday 18th September
- Saturday 19th September
- Sunday 20th September

73. 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)

74. Tour Duration (minutes)

75. Tour Maximum Capacity

76. Tour Meeting Point
(enough space for a crowd)

77. 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 - ticket required for ALL tour places
- Yes - ticket required for HALF the places on the tour

78. If you selected yes to ticketing for tour places please select a method of booking

Mark only one oval.

- GBPT to handle ticketing
- I would like to handle my own ticketing and will have a telephone number and online method operational by mid August

If you do not want GBPT to handle ticketing, please detail how visitors can acquire a ticket:

79. Booking Phone Number

80. Booking Text Number

81. Booking Email

82. Booking Webpage

(Eventbrite is great and free!)

Events in your
building

Are you planning a special event in your building that should be listed separately in the programme?

83. Name of Event (for the brochure)

84. Type of Event

Mark only one oval.

Talk

Exhibition

Workshop

Other: _____

Event Times during Glasgow Doors Open Days Festival

85. 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 14th September
- Tuesday 15th September
- Wednesday 16th September
- Thursday 17th September
- Friday 18th September
- Saturday 19th September
- Sunday 20th September

86. 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 & Wed 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.

87. Duration (minutes) *

88. Maximum Capacity

Ticket
Information

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

89. Is your event ticketed? *

Mark only one oval.

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

90. If you selected yes to ticketing the event places please select a method of booking

Mark only one oval.

- GBPT to handle ticketing.
- I would like to handle my own ticketing.

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

91. Ticket Phone Number

92. Ticket Text Number

93. Ticket Email

94. Ticket 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.

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95. 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

96. 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.

97. 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.

98. 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.

99. 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.

Additional Information and Opportunities

100. 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

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

102. 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 cupola. Stephen 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 stephen@gbpt.org or via wettransfer.com

103.

Mark only one oval.

- I have sent images to Stephen
- I have taken part in Glasgow Doors Open Days before and there are already high quality images on file
- I have sent images to Stephen, 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.

104. 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
- We accidently kept a banner from a previous year (we promise to return it this year)

105. How many A3 Posters would you like? (maximum of 10)

106. How many brochures would you like?

107. Address for delivery

108. 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.

Visitor
Survey

In past festivals we have issued participants with cards to dispense to visitors that have details of how to fill in our visitor survey in return for the opportunity to win an Amazon Voucher. In 2020, in an effort to collect more accurate data we are going to ask visitors to fill in the survey at participating venues. Not only will this help us report to our funders and sponsors but also provides a fantastic opportunity for participants to interact with visitors. We will collect this data electronically but will be unable to provide every venue with a tablet or a computer and so are asking if participants are able to do this for us.

109. I have access to a tablet or laptop and would be happy to ask visitors to complete a survey.

Mark only one oval.

Yes

No

110. I have access to a tablet or laptop but would require a festival volunteer to assist in collecting data.

Mark only one oval.

Yes

No

Final Checklist

111. 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

112. 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 2020!

We will let you know if you have been successful by the beginning of May

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