

2020 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

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 a 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 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

Guided Walk Details

10. Title of Walk (for our brochure)

11. Meeting Point

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

12. Nearest Address to Meeting Point

13. Postcode

14. 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.

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

Mark only one oval.

Yes

No

16. Organisation Name

17. General Phone

18. General Email

19. Website Link

20. Facebook Link

21. Other Social Media Links

22. 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.

23. 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

24. 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...

25. 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.

26. 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.

27. 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

28. Nearest Train and/or Subway Station

29. Parking available?

Mark only one oval.

Yes

No

30. Additional Parking Details

31. 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)

32. Further Accessibility Details

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

33. 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

34. 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

35. Additional Restrictions on Access

eg. age limits, footwear required

Walk Times during Glasgow Doors Open Days Festival

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

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

37. 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) *

38. Walk Duration (minutes) *

39. Walk Maximum Capacity *

Ticketing Information

40. Is your walk/tour ticketed?

Mark only one oval.

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

41. If you selected yes to advanced booking for walk/tour places please select a method of ticketing

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 book:

42. Ticket Phone Number

43. Ticket Text Number

44. Ticket Email

45. Ticket 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 stephen@gbpt.org or via [wetransfer.com](https://www.wetransfer.com)

46.

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.

47. How many A3 Posters would you like?

48. How many brochures would you like?

49. Address for delivery

50. 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

51. 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

52. 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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