



## WELLINGTON HERITAGE WEEK 2021 EVENT HOST INFORMATION

Wellington Heritage Week is a community-sourced heritage festival that celebrates the region's historic people, places and stories. This year will be the festival's fifth edition, and we welcome previous and new event hosts for 2021. The festival is organised by Wellington Heritage Week Trust Board, a charitable trust.

We encourage events hosts to showcase a unique and interesting story, person, or place from the Wellington region. There is no overarching theme for festival events.

It is free to be an event host.

There are two steps:

1. [Register your interest online](#) or by email before 1 July 2021.
2. [Complete a full application online](#) or by email by 10pm, 31 July 2021.

No. Event host application process – by email	
1.	<p><b>Register your interest with Wellington Heritage Week Trust Board by emailing your name and event idea to <a href="mailto:info@wellingtonheritageweek.co.nz">info@wellingtonheritageweek.co.nz</a> by 1 July 2021.</b></p> <p>Registration enables us to accommodate your event in the programme and provide support to meet the 31 July deadline.</p>
2.	<p><b>Email the following information to Wellington Heritage Week Trust Board, <a href="mailto:info@wellingtonheritageweek.co.nz">info@wellingtonheritageweek.co.nz</a>, by 10pm, 31 July 2021:</b></p> <ul style="list-style-type: none"><li>a) <b>Event title:</b> a short and descriptive title, like St Gerard's Monastery Open Day, Historic Petone Walking Tour</li><li>b) <b>Promotional image:</b> a high-resolution landscape-oriented image related to your event</li><li>c) <b>Event location:</b> street address of the event</li><li>d) <b>Event time:</b> date, time and duration of the event</li><li>e) <b>Event cost:</b> if there is any cost for the public to attend and booking information. E.g. entry fee, koha, free/no charge</li><li>f) <b>Event description:</b> a promotional description about the event. A maximum of 300 words, if possible</li><li>g) <b>Event host description &amp; Contact details:</b> a short description of the Event Host (individual or organisation) and contact details (telephone number and email address) to be shown on the website</li><li>h) <b>Health and safety:</b> identify any health and safety concerns for the public in the event and how the risks will be mitigated</li><li>i) <b>Promotion:</b> provide links for any social media profiles we can promote and details of newsletters and other channels that can help promote the festival through.</li></ul> <p>Acceptance into the festival is at the provision of all the above information to a satisfactory standard and subject to the capacity of the festival.</p>

Wellington Heritage Week is volunteer-run and cannot guarantee funding to event hosts to support their events. Event hosts are solely responsible for the running and organising of their events.

We endeavour to include all suitable events within the capacity of the festival. The submission of an application to become an event host does not guarantee inclusion in Wellington Heritage Week.

Wellington Heritage Week Trust Board appreciates donations towards its running costs from for-profit organisations who financially benefit as event hosts. Donations can be made to Wellington Heritage Week Trust Board 01-0505-0891451-00.

**Wellington Heritage Week Trust**

[Website](#) [Facebook](#) [Instagram](#)