WELLINGTON HERITAGE WEEK 2023 EVENT HOST INFORMATION

Wellington Heritage Week is a community-sourced heritage festival which celebrates the region's historic people, places, and stories. This year will be the festival's seventh edition, and we welcome previous and new event hosts for 2023. Our festival is organised by the Wellington Heritage Festival Trust, a charitable trust, and the Rotary Club of Wellington.

We encourage event hosts to showcase a unique and interesting story, person, or place from anywhere in the Wellington region. There is no overarching theme for the festival, and it is free to be an event host.

There are two steps to become an event host:

1. Register your interest online or by email before June 30th. This step is **optional** but recommended.
2. Complete a full application online or by email by 10pm, July 31st 2023. This step is **required**.

To register via email please follow the steps below:

1.	**Register your interest with the Wellington Heritage Festival Trust by emailing your event idea, event title, event date, event location, and event host name to info@wellingtonheritageweek.co.nz by June 30th, 2023.** This step is **OPTIONAL**. However, registration assists us in accommodating your event in the programme and providing support to meet the July 31st deadline. As such, it is highly encouraged. If you do not submit a registration, you can still submit a full application by July 31st.
2.	**Email the following information to the Wellington Heritage Festival Trust, info@wellingtonheritageweek.co.nz, by 10pm, 31st July 2023:** a) **Event Title:** A short and descriptive title. E.g., St Gerard's Monastery Open Day, Historic Petone Walking Tour. b) **Event Description:** What is your event about? This description will be used on the website. Keep it short; less than 300 characters. c) **Event Date:** When does your event take place? d) **Event Duration:** How long is each tour/open day/event? e) **Event Location:** What is the street address, meeting point, or video streaming service (in the case of digital events) for the event? f) **Is booking Required & How:** Are attendees required to book before the event? g) **Event Cost:** How much does it cost attendees? Free/Koha/$$$ h) **Event Host Name:** Who is hosting the event? i) **Event Host Description:** A short description of the host (organisation or individual). j) **Contact Email Address:** What address can attendees email? This will be publicised. k) **Contact Phone Number:** What number should attendees call? This will be publicised. l) **Health and Safety:** Identify any health and safety concerns for attendees, and how the risks will be mitigated. m) **Promotion:** Add links for social media profiles which we may promote. Please also add details of newsletters or other channels you manage which could promote the festival. n) **Banner Image:** A high-resolution landscape-oriented image related to your event to be used for promotion. Aim for a size of 1920x1000. This will be published on the Wellington Heritage Week website. 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.

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 Festival Trust
Rotary Club of Wellington   Website – Facebook – Instagram