



WELLINGTON HERITAGE WEEK 2020 EVENT HOST INFORMATION - 29/04/2020

This document details the information that must be submitted in the application to become an Event Host for Wellington Heritage Week 2020, 26 October – 1 November.

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 fourth year, and we welcome previous and new Event Hosts for 2020. 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, preferably one that relates to a suburb, community or historical moment/period. There is no over-arching theme for festival events.

It is free to be an Event Host. 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.

The application to become an Event Host requires the following steps:

No.	Tasks
1.	Register your interest with Wellington Heritage Week Trust Board by emailing your name and event idea to info@wellingtonheritageweek.co.nz by 10pm, 12 July 2020 <i>(Registration enables us to accommodate your event in the programme and provide support)</i>
2.	Email the following information to Wellington Heritage Week Trust Board, info@wellingtonheritageweek.co.nz, by 10pm, 16 August 2020: <ul style="list-style-type: none">a) Event Host Title: A short and descriptive title. E.g. St Gerard's Monastery Open Day; Historic Petone Walking Tour;b) Promotional Image: a high-resolution image related to your event, ideally approx 1300x900px;c) Event Location: street address of the event;d) Event Time: date, time and duration of the event;e) Event Cost: if there is any cost for the public to attend and booking information. E.g. entry fee, koha, free/no charge;f) Event Description: a promotional description about the event. A maximum of 300 words, if possible;g) Event Host Description & Contact Details: a short description of the Event Host (individual or organisation) and contact details (telephone number and email address) to be shown on the website;h) Health and Safety: identify any health and safety concerns for the public in the event and how the risks will be mitigated; andi) Promotion: provide links for any social media profiles that you can promote the event/festival through, newsletters, associated community groups. <i>(Note: 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)</i>
3.	Review your event on the Wellington Heritage Week website by 14 August 2020

Visit www.wellingtonheritageweek.co.nz and follow us on Facebook, <https://www.facebook.com/WellingtonHeritageWeek/>, and Instagram @wellingtonheritageweek

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 will 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.

Regards,

Wellington Heritage Week Trust Board