WELLINGTON HERITAGE WEEK 2022 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 sixth edition, and we welcome previous and new event hosts for 2022. The festival is organised by Wellington Heritage Festival Trust, a charitable trust.

We encourage event hosts to showcase a unique and interesting story, person, or place from 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 August 17th, 2022. This year, this step is **optional**.
2. Complete a full application online or by email by 10pm, August 31st, 2022. This is **required**.

To register via email please follow the steps below:

1.	**Register your interest with 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 August 17th, 2022.** This step is **OPTIONAL** in 2022. However, registration assists us in accommodating your event in the programme and providing support to meet the August 31st deadline. As such, it is encouraged. If you do not submit a registration before August 17th, you can still submit a full application by August 31st.
2.	**Email the following information to the Wellington Heritage Festival Trust, info@wellingtonheritageweek.co.nz, by 10pm, 31st August 2022:** a) **Event Title:** a short and descriptive title, like 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:** Provide a short description of the event host (organisation or individual). j) **Contact Email Address:** What address can attendees email? This will be published on the Wellington Heritage Week website. k) **Contact Phone Number:** What number should attendees call? This will be published on the Wellington Heritage Week website. 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 can promote. Please also add details of newsletters or other channels you manage which could promote the festival. n) **Promotional Image:** A high-resolution landscape-oriented image related to your event to be used for promotion. 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   Website – Facebook – Instagram