

Glasgow Doors Open Days 2017 Application Buildings



Before completing your application

Participant Essential Info

Please read our helpful Participant Information Booklet before completing the application form. This is available on the Glasgow Doors Open Days Festival website: <http://glasgowdoorsopenday.com/be-involved/participate-in-gdodf-2017/>

Make sure you have the correct form

There are 3 forms available; 1. Building 2. Walk/Tour 3. Talk/Event

If you are opening a building but also putting on a talk, you will be asked to fill out a building application form **and** a talk application form so that we can ensure your talk is a highlighted event, you can still reference the talk in your building description.

If you're not sure which application form to complete please contact MollyMae Whawell, GBPT Events and Development Coordinator 0141 554 4411 molly@gbpt.org

Closing date

Please complete and return your form by **20th March 2016**. Applications submitted after this date may not be considered.

Your Contact Details

These should be the details of the person in charge of your Glasgow Doors Open Days Festival event. This person should be present during the event. All details in this section will be kept private.

Full Name

Phone Number

Mobile

Email

Additional email contacts you would like copied into any correspondence

Is your application to be involved in Doors Open Day on behalf of an organisation? Yes No

Organisation

The details below will be displayed online and given to festival-goers. Only provide this info if you are happy with this.

Organisation Name

Relationship to Building

Building Details

If date, Architect or other details in this section are not known, please check the Historic Environment Scotland Website: <http://portal.historicenvironment.scot/>

Name of Building

Address

Postcode

Date Built (original plus additional alterations)

Architect (original plus additional alterations)

Style of Architecture (if known)

Building Type (select all that apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Allotment | <input type="checkbox"/> Education | <input type="checkbox"/> Media Studio |
| <input type="checkbox"/> Architect | <input type="checkbox"/> Enterprise/Business Centre | <input type="checkbox"/> Museum |
| <input type="checkbox"/> Arts Venue | <input type="checkbox"/> Fire Station | <input type="checkbox"/> Offices |
| <input type="checkbox"/> Bank | <input type="checkbox"/> Gallery | <input type="checkbox"/> Private Members Club |
| <input type="checkbox"/> Brewery | <input type="checkbox"/> Garden | <input type="checkbox"/> Private Residence |
| <input type="checkbox"/> Cafe/Restaurant | <input type="checkbox"/> Park | <input type="checkbox"/> Religious Building |
| <input type="checkbox"/> Cemetery | <input type="checkbox"/> Government | <input type="checkbox"/> School |
| <input type="checkbox"/> Cinema | <input type="checkbox"/> Halls | <input type="checkbox"/> Sport Facility |
| <input type="checkbox"/> Civic Building | <input type="checkbox"/> Health | <input type="checkbox"/> Stable |
| <input type="checkbox"/> College | <input type="checkbox"/> Hotel | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Commercial Property | <input type="checkbox"/> House | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Community Building | <input type="checkbox"/> Housing Association | <input type="checkbox"/> Tower/View |
| <input type="checkbox"/> Court | <input type="checkbox"/> Industrial Building | <input type="checkbox"/> Transport |
| <input type="checkbox"/> Dance Hall | <input type="checkbox"/> Library | |

Building Details continued

General Phone

General Email

Website

Facebook link

Twitter link

Other Social Media Platforms links

Additional Building Information

Is your building open to the public as a museum-type facility? Yes No

As part of the principle requirements of being involved, buildings that are normally open to the public must offer something additional to their usual 'service'. If you are usually open please ensure that when describing your building you emphasise the additional 'offerings' compared to your usual 'service'.

Facilities and Access during Glasgow Doors Open Days Festival

Nearest train and/or subway station

Parking available?

Yes No

Additional parking details

Physical access to your venue

- Full Access (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/event is not suitable for those with mobility access needs – please explain below)

Futher Accessibility Details

(eg. only the ground floor is wheelchair accessible)

Which of the following will you have available for visitors? (please select all that apply)

- | | |
|---|---|
| <input type="checkbox"/> Seating | <input type="checkbox"/> Hearing Loop |
| <input type="checkbox"/> Toilet | <input type="checkbox"/> Information available in large-print |
| <input type="checkbox"/> Wheelchair Accessible Toilet | <input type="checkbox"/> Information available in braille |
| <input type="checkbox"/> Refreshments | <input type="checkbox"/> Staff have undergone Accessible Tourism Training |

Any additional access information
(eg. a BSL interpreter will be present)

Additional restrictions on access
(eg. age limits, footwear required)

Opening Information during Glasgow Doors Open Days Festival Week

Select **one option** and only fill in information in the corresponding section.

Where possible please select **Building Open** (Option 1 or 2) allowing visitors to freely walk around at their leisure.

How will you be opening during the week?

- Option 1: Building Open (visitors can freely walk around at their leisure) COMPLETE OPTION 1 SECTION BELOW
- Option 2: Building Open with optional tours available (visitors can freely walk around at their leisure and/or they can go on a tour) COMPLETE OPTION 2 SECTION BELOW
- Option 3: Building Tours Only (visitors can only be inside the building if they are on a guided tour) COMPLETE OPTION 3 SECTION BELOW

OPTION 1: Building Open

List your opening hours in the applicable days below.

Due to visitor feedback we ask buildings to try to open for both Saturday 19th & Sunday 20th Sep from 10am – 4pm. This allows greater flexibility for visitors to plan their weekend and visit clusters of buildings more easily. You can choose to open your building for longer and during the week if you so wish.

Opening Times Monday 11th September

Opening Times Tuesday 12th September

Opening Times Wednesday 13th September

Opening Times Thursday 14th September

Opening Times Friday 15th September

Opening Times Saturday 16th September

Opening Times Sunday 17th September

Now go to [Describing your Building](#)

OPTION 2: Building Open with optional tours available

List your opening hours in the applicable days below.

Due to visitor feedback we ask buildings to try to open for both Saturday 19th & Sunday 20th Sep from 10am – 4pm. This allows greater flexibility for visitors to plan their weekend and visit clusters of buildings more easily. You can choose to open your building for longer and during the week if you so wish.

Opening Times Monday 11th September	<input type="text"/>
Opening Times Tuesday 12th September	<input type="text"/>
Opening Times Wednesday 13th September	<input type="text"/>
Opening Times Thursday 14th September	<input type="text"/>
Opening Times Friday 15th September	<input type="text"/>
Opening Times Saturday 16th September	<input type="text"/>
Opening Times Sunday 17th September	<input type="text"/>

Please list tour start times below or 'available on request'

Tour Start Times Monday 11th September	<input type="text"/>
Tour Start Times Tuesday 12th September	<input type="text"/>
Tour Start Times Wednesday 13th September	<input type="text"/>
Tour Start Times Thursday 14th September	<input type="text"/>
Tour Start Times Friday 15th September	<input type="text"/>
Tour Start Times Saturday 16th September	<input type="text"/>
Tour Start Times Sunday 17th September	<input type="text"/>
Tour Duration (minutes)	<input type="text"/>
Tour Maximum Capacity	<input type="text"/>
Tour Meeting Point (enough space for a crowd!)	<input type="text"/>

Tour Booking

Due to visitor feedback from previous years, where possible, please do not require advanced bookings, instead, allocate places on a first come first served basis on the day.

Is booking required for your tour?

- No. Booking is NOT required. Places will be allocated on a first come first served basis on the day. (Now go to Describe your Building)
- Yes. Booking is required. (not recommended, see below)
- Yes. Booking is required for half the places on the event. The other half will be offered on a first come first served basis on the day. (see below)

If Yes, would you like GBPT to handle bookings?

- Yes. GBPT to handle bookings (a full list of names will be provided prior to your event).
- No. I would like to handle my own bookings (you must have both a telephone number and online method, operational by mid August, **fill details below**).

If you are handling your own bookings, how can visitors book?

Booking Phone Number

Booking Text Number

Booking Email

Booking Webpage (Eventbrite is free and great!)

Now go to Describing your Building

OPTION 3: Building Tours Only

List your tour start times in the applicable days below

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Tour Start Times Monday 11th September

Tour Start Times Tuesday 12th September

Tour Start Times Wednesday 13th September

Tour Start Times Thursday 14th September

Tour Start Times Friday 15th September

Tour Start Times Saturday 16th September

Tour Start Times Sunday 17th September

Tour Duration (minutes)

Tour Maximum Capacity

Tour Meeting Point (enough space for a crowd!)

Tour Booking

Due to visitor feedback from previous years, where possible, please do not require advanced bookings, instead, allocate places on a first come first served basis on the day.

Is booking required for your tour?

- No. Booking is NOT required. Places will be allocated on a first come first served basis on the day. (Now go to Describe your Building)
- Yes. Booking is required. (see below)
- Yes. Booking is required for half the places on the event. The other half will be offered on a first come first served basis on the day. (see below)

If Yes, would you like GBPT to handle bookings?

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If you are handling your own bookings, how can visitors book?

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Booking Text Number

Booking Email

Booking Webpage (Eventbrite is free and great!)

Now go to Describing your Building

Describe your Building

This is your opportunity to sell your building 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.

Short Description No more than 10 words

Used to describe your building briefly in promotional material. Pick out the most unique thing about it. Eg. Climb a 17th century steeple

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 building and demonstrate what visitors should expect to experience when they attend. Eg. A chance to climb the building's steeple and look at photographs from our archives

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 building.

Children's Activities

Are you putting on 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.

Young People/ Student Activities

Are you putting on something specifically for young people or students? If so, let us know by detailing age brackets and any other information you think is important. Eg. Late night opening for students with a bar. All you need to do is bring along your student card to show at the door.

2017 Themes

There are two themes listed below. You do not have to align with any of these, however, if you are able to then this will be included in extra promotions. Explain in the relevant themes what you will be offering visitors. Remember to focus on the visitor eg. You and Your

More info about each theme is available in Participant Information Booklet

Visit Scotland Year of History, Heritage & Archaeology

European Heritage Days Theme: Heritage & Nature

Additional Information and Opportunities

Are you interested in the following:

- Hosting a talk
- Hosting a pop-up or promenade music concert by Scottish Ensemble (we are trying to find funding to facilitate this but would like to know if you would be interested)

If you would like to host a talk or concert please tell us the capacity you could accommodate (pop-up stay in one room, promenade concerts move from room to room)

[New Interpretations :Contemporary Art in Heritage exhibition](#)

As part of our own exploration of hidden, lost or intangible History, Heritage and Archaeology we have applied for funding to support five early-career contemporary artists to create a new artwork to be exhibited in, and responding two, five different buildings in the festival programme. They will be looking at new ways of interpreting the buildings and their histories. If you have an empty room or open space in which you could host an artwork please indicate so below.

- We would be interested in hosting an artwork (check box if yes and complete next question)

If you are interested in hosting an artwork please detail the space you have available, what kind of work you could accommodate and why you think your building would be a good host location.

eg. We have an empty room that used to be an office with feature wooden panelling. There is wall space for paintings but also floor space for sculpture. The room could be blacked out to exhibit a film. We would be able to give the artist access to our archives to draw from in their research. Molly will be in touch with further details regarding this opportunity

Images

We require you to send a selection of digital images of your building for use in promotional material. These could be images of buildings along the way, people that you speak about or general images of the area.

Images must include: any credits (listed in the title of the image), the name of the building and sized at least 500kb.

Please send these to molly@gbpt.org or via Wetransfer.com

- I have sent images to Molly
- I have sent images to Molly, 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

Do you require a banner?

- Yes, I would like a large banner if possible - to be displayed one month in advance in a prominent place
- Yes, I would like a small banner - to be displayed during the event only
- No, I cannot display a banner anywhere
- No, we accidentally kept a banner from a previous year (we promise to return it this year)

You can have as many posters, brochures and balloons as you like. How

many A4 Posters?

How many A3 Posters?

How many A2 Posters?

How many A5 Brochures?

How many Balloons?

Address for Delivery (including postcode)

Delivery Instructions

Delivery will be to the address detailed above, Monday - Friday, from 1st Aug until 15th Aug, between 9am - 5pm. Please detail any special instructions for the courier. This will be addressed to the main contact

Final Checklist

I would be interested in the following:

- FREE advertising for volunteers on the Glasgow Doors Open Days Festival website
- Sponsorship/ advertising opportunities with Glasgow Doors Open Days Festival

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).

[Click here](#)

Submit

Thank you for completing your Building Application Form

Please now send this to MollyMae Whawell, molly@gbpt.org Application

deadline is **Monday 20th March**.

We will let you know if you have been successful by **Friday 28th April**

