

# Glasgow Doors Open Days 2017 Application Talk/Event



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](mailto:molly@gbpt.org)

## Closing date

Please complete and return your form by **20<sup>th</sup> 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

General Phone

General Email

Website

Facebook link

Twitter link

Other Social Media Platforms links

## Talk/Event Details

Name of Talk/Event

You are much more likely to be included in the programme if you have a venue however we will in exceptional cases be able to help find you somewhere to hold your talk/event. We are offering organisations the chance to 'take-over' the festival hub to host a series of lunchtime or evening pecha-kuchas, talks, film-screenings or workshops. If you are a History, Heritage or Archaeology related organisation and you would like to be considered for this opportunity please indicate so below. N.B. in order for it to be considered a 'take-over' your proposal should include more than one activity eg. an Archaeological society might present three short talks by different Archaeology experts.

Do you have a venue for your talk/event?

Yes

No (please help me find one)

I would like my talk/event to be hosted at the festival hub at St. Andrews in the Square (but a fall-back venue is detailed below)

I am a History, Heritage or Archaeology related organisation and I am applying to do a festival hub 'take-over' (a fall-back venue is detailed below)

If you have asked to be considered for hosting in St. Andrews in the Square please use the below to detail your fall-back venue. We will notify you if you have been selected for hosting in St. Andrews in the Square, in the meantime your fall-back venue must be secured. If you do not have a venue answer not applicable for the below.

Hosting Venue Name

Hosting Venue Address

Hosting Venue Postcode

Event Type (eg. Talk/Pecha-Kucha /Recital)

## Facilities and Access during Glasgow Doors Open Days Festival

These details are for venues OTHER than St. Andrews in the Square

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)

## Talk/event times during Glasgow Doors Open Days Festival

List your event start times in the applicable days below.

If you are applying to do a festival hub 'take-over' please indicate the days on which you would be able to hold the 'take-over'. (N.B. take-overs will be over one lunchtime or evening, Molly will be in touch if you have been selected for this opportunity to inform you which day you have been programmed on)

Event Start Times Monday 11th September	<input type="text"/>
Event Start Times Tuesday 12th September	<input type="text"/>
Event Start Times Wednesday 13th September	<input type="text"/>
Event Start Times Thursday 14th September	<input type="text"/>
Event Start Times Friday 15th September Event	<input type="text"/>
Start Times Saturday 16th September Event	<input type="text"/>
Start Times Sunday 17th September	<input type="text"/>
<b>Event Duration (minutes)</b>	<input type="text"/>
<b>Event Maximum Capacity</b>	<input type="text"/>

## Booking Information

Is booking required for your talk/event?

*Due to visitor feedback, where possible, please try to allocate places on a first come first served basis.*

- No. Booking is NOT required. Places will be allocated on a first come first served basis on the day. Now go to Section 7
- Yes. Booking is required
- 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

**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). Now go to Section 7
- No. I would like to handle my own bookings (you must have both a telephone number and online method, operational by mid August). Complete booking info below

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

Booking Phone Number	<input type="text"/>
Booking Text Number	<input type="text"/>
Booking Email	<input type="text"/>
Booking Webpage (Eventbrite is free and great!)	<input type="text"/>

## Describe your Talk/Event

This is your opportunity to sell your talk/event 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 talk/event briefly in promotional material. Pick out the most unique thing about it.  
Eg. A chance to see objects from the private archives

### 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 talk/event and demonstrate what visitors should expect to experience when they attend.  
Eg. A chance to see objects from the >name< building's private archives. Learn about the artefacts' history and have a chance to handle them yourself.

**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 talk/event.

Eg. Learn about what goes into preserving the objects and how they came to be in the hands of >name< building. You'll see objects from as far back as 200AD from a collection that has been built up over 100 years.

**Children's Talk/Event**

Is your event/ an aspect of it 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 Talk/Event**

Is your event/ an aspect of it specifically for young people or students? If so, let us know by detailing age brackets and any other information you think is important. Eg. 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

## Images

We require you to send a selection of digital images of your talk/event 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](mailto: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 accidently 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 Talk/Event Application Form

Please now send this to MollyMae Whawell, [molly@gbpt.org](mailto:molly@gbpt.org)

Application deadline is **Monday 20<sup>th</sup> March.**

We will let you know if you have been successful by **Friday 28<sup>th</sup> April.**