

Glasgow Doors Open Days 2017 Application

Walks/Tours



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 Days 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	<input type="text"/>
General Phone	<input type="text"/>
General Email	<input type="text"/>
Website	<input type="text"/>
Facebook link	<input type="text"/>
Twitter link	<input type="text"/>
Other Social Media Platforms links	<input type="text"/>

Walk/Tour Details

Name of Walk/Tour	<input type="text"/>
Meeting Point (easy to find and enough space for a crowd!)	<input type="text"/>
Nearest address to meeting point	<input type="text"/>
Postcode	<input type="text"/>
Walk/Tour Type (eg. outdoor walk)	<input type="text"/>

Facilities and Access during Glasgow Doors Open Days Festival

Nearest train and/or subway station	<input type="text"/>
Parking available?	<input type="radio"/> Yes <input type="radio"/> No
Additional parking details	<input type="text"/>

Physical access on your Walk/Tour

- 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)

Seating

Toilet

Wheelchair Accessible Toilet

Refreshments

Hearing Loop

Information available in large-print

Information available in braille

Staff have undergone Accessible Tourism Training

Any additional access information

(eg. one of the walks will be a 'slow-walk' for people who prefer a slower pace, this date is indicated in our event details or a BSL interpreter will be present)

Additional restrictions on access

(eg. age limits, footwear required)

Walk/tour times during Glasgow Doors Open Days Festival

List your event start times in the applicable days below.

Start Times Monday 11th September Event

Start Times Tuesday 12th September Event

Start Times Wednesday 13th September Event

Start Times Thursday 14th September Event

Start Times Friday 15th September Event Start

Times Saturday 16th September Event Start

Times Sunday 17th September

Walk/Tour Duration (minutes)

Walk/Tour Maximum Capacity

Booking Information

Is booking required for your walk/tour?

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

Booking Text Number

Booking Email

Booking Webpage (Eventbrite is free and great!)

Describe your Walk/Tour

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 walk/tour briefly in promotional material. Pick out the most unique thing about it.
Eg. Follow the path of the Molendinar Burn

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 walk/tour and demonstrate what visitors should expect to experience when they attend.
Eg. We will look at how Glasgow's natural landscape has shaped the city's urban layout...

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 walk/tour.

Children's walk/Tour

Are you putting on a walk/tour or activities during one 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 Walk/Tour

Is your walk/tour 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. A midnight walk is scheduled especially for students. 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 walk/tour 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 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 Walk/Tour 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.**