



## WELLINGTON HERITAGE WEEK 2019 EVENT HOST INFORMATION

Thank you for being interested in becoming an Event Host for Wellington Heritage Week 2019, 28 October – 3 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 third year and previous and new Event Hosts are welcome to be involved for 2019.

Events are encouraged to tell and showcase a unique and interesting story or place, preferably one that relates to a suburb, community or historical moment/period. There is no required theme for festival events.

The festival is organised by Wellington Heritage Week Trust Board, a charitable trust.

To be an Event Host the following steps are required to be undertaken:

No.	Tasks
1	Register your interest with Wellington Heritage Week Trust Board by emailing your or organisation's name and event idea to <a href="mailto:info@wellingtonheritageweek.co.nz">info@wellingtonheritageweek.co.nz</a>
2	Confirm that your event will go ahead by 1 July 2019 by emailing <a href="mailto:info@wellingtonheritageweek.co.nz">info@wellingtonheritageweek.co.nz</a>
3	<p>Deliver the following information to Wellington Heritage Week Trust Board by 31 July 2019:</p> <ul style="list-style-type: none"> <li>a) Event Host Title: please keep it short and to the point. E.g. St Gerard's Monastery Open Day; Historic Petone Walking Tour</li> <li>b) Promotional Image: a high-resolution image related to your event, ideally approx 1300x900px</li> <li>c) Event Location: street address of the event</li> <li>d) Event Time: date, time and duration of the event</li> <li>e) Event Cost: if there is any cost for the public to attend and booking information. E.g. entry fee, koha, free/no charge</li> <li>f) Event Description: a promotional description about the event. A maximum 300 words if possible. E.g. "Come to Nairn St Cottage to celebrate and explore the stories of Wellington from 1857 to the late 1970s through four members of the Wallis family: Catherine, William, Clara and Win..."</li> <li>g) Event Host Description &amp; 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</li> <li>h) Health and Safety: identify any health and safety concerns for the public in the event and how the risks will be mitigated</li> <li>i) Promotion: list and provide links for any social media profiles that you can promote the event/festival through, newsletters, associated community groups</li> </ul>
4	Review your event on the Wellington Heritage Week website by 16 August 2019.

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

Wellington Heritage Week is completely volunteer run and cannot provide funding to Event Hosts to support their events. Event Hosts are solely responsible for the running and organising of their events.

Efforts will be made to include all suitable events; however, the festival's capacity is limited by its funding and volunteer's capacity. Event Host applications do not guarantee inclusion in Wellington Heritage Week.