



WELLINGTON HERITAGE WEEK 2021 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 fifth edition, and we welcome previous and new event hosts for 2021. The festival is organised by Wellington Heritage Week 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 festival events. 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 1 July 2021.
2. [Complete a full application online](#) or by email by 10pm, 31 July 2021.

No.	Event host application process – by email
1.	<p>Register your interest with Wellington Heritage Week Trust by emailing your event idea, event title, event date and location, and event host name to info@wellingtonheritageweek.co.nz by 1 July 2021.</p> <p>Registration enables us to accommodate your event in the programme and provide support to meet the 31 July deadline.</p>
2.	<p>Email the following information to Wellington Heritage Week Trust, info@wellingtonheritageweek.co.nz, by 10pm, 31 July 2021:</p> <ol style="list-style-type: none"> 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 for the event, or meeting point? f) Is Booking Required & How: Are attendees required to book before the event? And insert Eventfinda ticketing link / email address for bookings / or other booking method. 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 website. k) Contact Phone Number: What number should attendees call? This will be published on the website. l) Health and Safety: Identify any health and safety concerns for the attendees, and how the risks will be mitigated. m) Promotion: Add links for any social media profiles we can promote, and details of newsletters and other channels you manage and could promote the festival. n) Promotional Image: a high-resolution landscape-oriented image related to your event. <p>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.</p>

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 Week Trust

[Website](#) - [Facebook](#) - [Instagram](#)