

1. Heritage Week Event Application Information

ONLINE EVENT APPLICATIONS OPEN FROM: Wednesday 10 May – Wednesday 7 June 2017

Read the following information and go to ccc.govt.nz/heritageweek to be an Event Provider for Heritage Week 2017.

Heritage Week provides an opportunity for a broad range of community groups, businesses and organisations to create and produce special events to celebrate our district's heritage. Most Heritage Week events are managed and run by independent Community Event Providers.

The Christchurch City Council produces some key events, coordinates Heritage Week event applications, liaises with Event Providers and runs the overall administration and marketing for Heritage Week. Heritage Week Events are promoted via the Heritage Week Guide, website, Facebook page and other marketing avenues.

KEY DATES 2017

Wed 10 May – Wed 7 June - Event applications are open at ccc.govt.nz/heritageweek

Mon 12 June – Fri 16 June - Event applications considered by Heritage Week Project Team.

Late June - Notification to applicants as to whether or not an event application accepted

Late August/Early September – Heritage Week Guide available

Fri 13 October - Mon 23 October Heritage Week 2017

HOW TO APPLY

Event applications must be completed online at ccc.govt.nz/heritageweek.

Note: We strongly recommend that a laptop or desktop computer is used to register your Event, as there are certain functionality limitations with iPads, tablets and smartphones on this web form.

To submit your application to be considered for acceptance as an Event Provider you will need to:

- Read and agree to the Terms and Conditions for Heritage Week Event Providers,
- If you are seeking funding for your Event, read and agree to the Guidelines for Heritage Week Community Grant Fund Application and Terms and Conditions for Heritage Week Community Grant Fund Agreement,
- Complete all sections of the online application form,
- Attach an Event Plan

CRITERIA FOR CONSIDERING YOUR EVENT APPLICATION

The Heritage Week Project Team will consider a number of factors when assessing the suitability of your proposed Event including:

- How does your Event add value to the Heritage Week theme.
- How does your Event meet the objectives of Heritage Week.
- That you have included sufficient details in your Event Plan (including Health and Safety considerations) to demonstrate how you will run a successful and safe Event.

MARKETING FOR ACCEPTED EVENTS

The Event information which you provide in the online application form will be included in the Heritage Week Guide and on the website. Council also uses social media and other marketing avenues to promote Heritage Week events.

You are required to either use the text, “in association with Beca Heritage Week 2017” or to include the Heritage Week badge on any marketing material which you produce for your Event

The Heritage Week badge will be sent to all approved Heritage Week 2017 Event Providers.

HERITAGE WEEK CONTACT DETAILS

Thank you for supporting Heritage Week. If you have any questions please email heritage@ccc.govt.nz or phone (03) 941 6487.

We look forward to receiving your Event application soon!

Please feel free to forward this information on to other interested parties. We welcome all Event enquiries.

USEFUL RESOURCES

These are guidelines for your reference only, you will have to adapt the content to suit your Event:

Small Event Plan example: ccc.govt.nz/heritageweek

Health and Safety Management Planning for events on public land: <https://ccc.govt.nz/culture-and-community/events-and-festivals/running-an-event/health-and-safety-management-plan/>

WorkSafe Guidance on Community Events: <http://www.worksafe.govt.nz/worksafe/information-guidance/all-guidance-items/working-safely-for-your-community-pdf/>