

Christchurch Heritage Festival

Event application information

Online event applications open from: Wednesday 8 May – Monday 10 June 2019

Read the following information and go to ccc.govt.nz/heritagefestival to apply to be an Event Provider for Christchurch Heritage Festival 2019.

Christchurch Heritage Festival 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 Christchurch Heritage Festival events are managed and run by independent Community Event Providers.

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

Key dates 2019

- Wed 8 May – Mon 10 June: Event applications are open at ccc.govt.nz/heritagefestival
- Tues 11 June – Fri 21 June: Event applications considered by the Christchurch Heritage Festival Project Team.
- Late June: Notification to applicants as to whether or not an event application accepted
- Early September: Christchurch Heritage Festival Guide available
- Mon 7 - 28 October (Labour Day): Christchurch Heritage Festival 2019

Why do we need the event information finalised in June?

With a large number of Event Providers involved, the production of the printed guide is a big job. There is a lot involved with getting the guide ready for printing: approving events, cross checking every event detail, design, proofing and distribution. In order to get this process completed in time for promotion we need the information finalised well ahead of the festival, hence the June deadline.

How to apply

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

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 Christchurch Heritage Festival Event Providers,
- If you are seeking funding for your event, read and agree to the Guidelines for Christchurch Heritage Festival Community Grant Fund Application and Terms and Conditions for Christchurch Heritage Festival Community Grant Fund
- Complete all sections of the online application form, and
- Attach an Event Plan and site map of your event.

Criteria for considering your event application

The Christchurch Heritage Festival 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 Christchurch Heritage Festival theme?
- How does your event meet the objectives of the Christchurch Heritage Festival?
- Have you 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 Christchurch Heritage Festival Guide and on the website. It may be reformatted and abridged. Council also uses social media and other marketing avenues to promote Christchurch Heritage Festival events.

You are required to either use the text, "in association with the Beca Christchurch Heritage Festival 2019" or to include the Christchurch Heritage Festival badge on any marketing material which you produce for your event. The Christchurch Heritage Festival badge will be sent to all approved Christchurch Heritage Festival Event Providers.

We encourage you to supplement the Council's marketing with your own advertising as this results in a more successful event.

Christchurch Heritage Festival contact details

Thank you for supporting the Christchurch Heritage Festival. If you have any questions please email: heritage@ccc.govt.nz

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/heritagefestival

Health and Safety Management Planning: <https://www.ccc.govt.nz/news-and-events/running-an-event/event-permits/health-and-safety-management-plan/>