

The Walking Festival

Walk Tātāriki's (Leaders) information

Saturday 17 April to Sunday 2 May 2021

The Walking Festival, now in its 9th year, provides an opportunity for a broad range of community groups and organisations to create and produce special events to celebrate walking.

The Festival is a big team effort, the event is organized by a Planning Committee made up of Community Organizations' (He Waka Tapu, Richmond Community Garden, Whanau Whaneke, Pegasus Health, Youthtown Pukeko center and Opawaho River Network), and Christchurch City Council.

The Festival has over 30 different groups leading and supporting walks across the region in a variety of locations and catering for all abilities and interests.

The Committee is responsible for the following aspects of the Walking Festival including: producing some of the walk events, coordination of the overall Walking Festival online applications, liaison with Event Providers and the overall administration and marketing for the Walking Festival.

The Walking Festival is promoted via the Walking Festival publication, Christchurch City Council website and Facebook page, and various other marketing avenues. Walk Tātāriki's (leaders) are encouraged to carry out marketing activities for their walks.

Due to the increasing level of interest in the Walking Festival from Walk Tātāriki's (leaders)/organisations we may need to limit the number of walks included.

Key dates

2020

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| 10 August: | Online applications open. |
| 31 September: | Online applications close. |
| 1 to 14 October: | Applications considered by Walking Festival Planning Committee. |
| 15 October: | Notification as to whether or not your walk application has been accepted. |
| 26 October: | Walk Tātāriki's (leaders) sent draft content for festival publication. |
| 3 November: | Walk Tātāriki's (leaders) notify of final edits/changes for festival publication. |

2021

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| 10 February: | Festival publications distributed to partners. |
| 24 February: | Festival signage installed across city. |
| 1 March: | Festival publications distributed to the public. |
| 19 March: | Registrations or Bookings open to the public for walks. |

Walking Festival objectives

Exploration, Discovery/Learning and Connection

- Hapori: Developing community well-being.
Whenua: People are connected and feel a sense of belonging to their local place, to Ōtautahi and surrounding districts.
Whānau: Our stakeholders and partners are supported provide recreational opportunities.
Te Ara: Provide pathways for people to continue to walk regularly.

We will do this by

Hapori	Whenua	Whānau	Te Ara
Encourage more people to be more active more often	Showcase places of cultural, historic & natural significance, interest & beauty in Ōtautahi & its districts	Coordinate registrations for walks from partners and community groups	Provide guided walks which enable participants to grow confident about repeating the walks after the festival
Promote and encourage te whare tapa whā	Celebrate & educate heritage, culture, taonga whenua	Generate funds and manage the budget	Provide resources on the walks for participants refer back to
Effect positive change in disease statistics linked to sedentary lifestyles & inactivity	Participants build a connection to their local place and develop tiakitanga	Provide training and support to walk tātāriki's (leader) to plan, promote and deliver their walk	Create a platform for connection, socialising and friendship building
Target communities who are over-represented in inactive statistics		Provide resources to support the promotion and delivery of walks	

Target audiences

Key target audiences we want to engage through the walking festival include those people who are not walking/inactive or new to walking, families, pre-schoolers, children, youth, older adults, Maori and Pacifica, migrants, people with disabilities, and new residents.

Safety risk assessment template and walk checklist

The purpose of these templates is to assist your planning.

You need to include the follow Covid -19 in your information in your Health and Safety event plan before you submit your application.

1. The event will follow the conditions set out by NZ government in regards to Covid-19 refer to <https://covid19.govt.nz/ for the various levels>
 - Level 4 - All activity ceases operations.
 - Level 3 - Self-guided walks with in government guidelines.
 - Level 2 - Cease offering transport for walks, follow government guidelines
2. Clear signage and promotion stating at each walk:
Under no circumstances can anyone attend an event if any of the following apply:
 - **If you're feeling unwell.**
 - **If you've been in contact with a known COVID-19 positive case in the previous 14 days**
3. Registration/Booking system set-up to allow for contact tracing information to be kept for 2 months (try avoid using paper)
4. Leaders avoid sharing equipment, tools or apparel
5. Vulnerable people encouraged to wear a face mask. Face mask usage encouraged enclosed spaces
6. All participants register for each programme (can be done on the day)
7. Hand sanitizer available & used prior to registering and after walk
8. Meeting and ending site space allows for safe physical distancing
9. Plan walks which can allow for physical distancing of 2 meters.
10. Maintain a distance of 2 meters at all times
11. Walk leaders use microphones so people can hear.

If you have any questions or difficulties with this template please feel free to contact us.

How to apply

All walk events must be submitted through the online application form.

For your application to be considered for acceptance as a Walk Provider you will need to:

- Complete all sections of the online application form
- Complete and attach the safety risk assessment form and site map (most formats suitable including jpeg, pdf and hand drawn maps)
- Complete the What's On registration process and submit your event on the What's On web page. (Please complete this after October 15th once you received confirmation of your walks into the Walking Festival). Insert the URL for this

Criteria for considering your walk even application

The Walking Festival Planning Committee will consider a number of factors when assessing the suitability of your proposed walk including:

- How does your Walk Event meet the objectives of Walking Festival?
- Duplication of locations or target groups on the same day – we will come back to discuss options to change dates.
- Have you included all relevant information in the online application form and attached the completed Safety Risk Assessment Form and your Site Plan?

Marketing

The walk information which you provide through the online application form will be included in the Walking Festival promotional material including the publication, social media.

Walk tātāriki's (leader) will be required to enter their walks on the Christchurch What's on website. Information on how to do this will be sent to Tātāriki's (leaders). The information may be reformatted and abridged.

You are required to use Walking Festival logo on any marketing material which you produce for your walk event. We want people attending your walk to know this is part of a bigger festival and encourage them to try something new. The logo helps to direct them to the website to get information about the rest of the walks on offer. This will be sent to all approved Walk Providers on the 15 October with notification that the walk is included in the 2021 Festival.

Promotion templates and Facebook promotion examples will be provided as well wording around event cancellations and postponements.

Please provide information about your additional promotions through the online application form.

Icon guide

The publication will use a similar Icon Guide from previous years.

As the walker tātāriki (leader) you must decide the grading of your walk using the categories (easy, medium or hard).

Please also note within the online application if bookings are required, dogs are welcome on a leash, the walk is suitable for children in buggies or people in wheelchairs and if transport is provided.

If you have any queries or would like to discuss this further please contact us.

Feature walks

Feature walks are highlighted within the brochure.

These are normally walks which can cater for larger numbers of participants, for example 400 to 500 walkers, and they don't require bookings.

They may be mass start walk events (Dogs Day Out) or self-guided (Gruffalo Explorer).

If you would like your walk to be considered as a Feature Walk event please contact Jacqui Miller on 03 941 5333.

Walking Festival contact details

Email: walkingfestival@ccc.govt.nz

Jacqui Miller: 03 941 5333 jacqui.miller@ccc.govt.nz

Helen Miles: 03 941 5409 helen.miles@ccc.govt.nz

Please feel free to forward this information on to other interested parties.

We welcome all enquiries.

