

# Christchurch Heritage Festival 2022

## Application Checklist

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### What information do I need to complete the online application form?

- A Health and Safety Plan – a template and example are available at <https://ccc.govt.nz/culture-and-community/heritage/heritagefestival/>
- Physical delivery address for printed material – not a post office box.
- Theme – does your event relate to this year’s theme? (It’s not compulsory for your event to relate to the theme.)
- Event title - 70 characters maximum, a short, catchy title for marketing
- Event summary - 100-160 characters, a short, descriptive overview to promote your event on the Council’s What’s On website.
- An event description - further details about your event. No need to repeat information from the event summary.
- Pricing details for your event - minimum to maximum ticket price only. Individual ticketing prices can be added into the event description.
- Event booking details if relevant.
- A summary of how you will promote your event.
- An interesting image for marketing your event. Format: jpg, jpeg or png. Aspect ratio: 16:9 e.g. 800px wide and 450px high (landscape). Images of other sizes will be cropped to fit. Please do not submit images with text as they do not display well in the What’s On app.
- You must have permission to use any image you submit. Submitted images will be used on the What’s On website and may be used in other print and online media including but not limited to: printed calendar, newspapers and social media.
- COVID-19 – will your event run under a Red traffic light? All events must be run in line with current government COVID-19 guidelines.
- You will need to note if your event provides any of the following services:
  - Accessible parking
  - Accessible toilets
  - ATM
  - Bus stop
  - Free wifi
  - Hearing loop
  - Parking
  - Taxi stand
  - Toilets
  - Wheelchair access
  - EFTPOS

If an event detail changes after you submit your application, please let us know as soon as possible at [heritage@ccc.govt.nz](mailto:heritage@ccc.govt.nz) as we compile the printed calendar within a few weeks of confirming the applications. If you have to make an unavoidable change to your event after the event calendar goes to print, please let us know so we can update your event on the webpage.

### What information do I need if applying for a grant?

- How would funding support help you meet the Christchurch Heritage Festival objectives? (See Community Grants Guidelines p.2 for objectives)
- How would funding support increase the professional quality of the event and enhance the participants' experience?
- Funds on hand for this event
- Ticket revenue (if relevant)
- Other funds- such as sponsorship, grants, fundraising or other Council funding or grants
- Event costs – amounts and details relating to relevant categories:
  - Venue hire
  - Technical
  - Catering
  - Entertainment
  - Marketing
  - Transport
  - Security
  - Infrastructure
  - Other resources (e.g. printing)
- Grant amounts being requested for each category.
- Will your event go ahead as planned if you don't receive the full requested amount of Christchurch Heritage Festival Community Grant funding? If your event will change, how will it change?
- Does a Christchurch City Councillor, local Community Board member, a Council employee or their immediate family have any interest or involvement in the activity for which this grant is being sought? And, if so, what is the nature of the involvement?