The Breeze Walking Festival 2019

Postponement/Cancellation Procedure - as per your registration

An important part of your planning is to decide your Cancellation / Postponement Plan (including what time you will make the decision and who will communicate with participants and Walking Festival planning group)

As the walk leader you make the decision to cancel or postpone your walk. Your decision must be made <u>no</u> <u>later</u> than 2 hours before your walk starts.

On the day of the walk

Are weather conditions and track conditions suitable for the walk to occur?

If no, then the Walk leader is then responsible for letting the public know the walk has been cancelled or postponed as follows:

- 1. Email <u>walkingfestival@ccc.govt.nz</u> for Council to update the Breeze Walking Festival Facebook page or phone Lisa Gregory on 941 6729 or 027 2273064.
- 2. If you setup a Facebook event page please update this page and use the wording below
- 3. Phone the Breeze station 0800 3409494 or email christchurch@thebreeze.co.nz
- 4. Phone participants if bookings were required and you have their contact details
- 5. Phone CCC Call Centre (03) 941 8999 and inform them so they can let the public know who may contact the CCC

Wording for Facebook Event Pages and Group Websites

To be consistent across the event, we are recommending to use the following wording when making a cancellation or postponement:

Back in Time with Godley Head – CANCELLED

Due to inclement weather, this event has been cancelled today.

Back in Time with Godley Head - POSTPONED

Due to inclement weather, this event has been postponed until 7 October 2019.

Example of the CCC What's On Event Page:

Back in time with Godley Head - CANCELLED

This event has been cancelled due to high wind warnings.



Example of the CCC Walking Festival Facebook Page:



Example of other Facebook Page messages:

