**HERITAGE OPEN DAYS 13 – 22 September 2019
Information for leaflet and publicity**

**PLEASE COMPLETE ONE FORM FOR EACH SEPARATE EVENT AND RETURN BEFORE 31 MAY 2019. Your event will be registered on the national HODs site and** [**www.mkheritageopendays.com**](http://www.mkheritageopendays.com)

**The details you submit will feature in the printed programme. You will also receive free Public Liability Insurance if you do not already have it.**

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| **Title of event:**e.g. Chandos Hall Museum Open Day |  |
| **Brief description:**For leaflet – **approx 60 words.** e.g. Exhibition of costumes and displays of local artefacts |  |
| **Full details: Up to 250 words.** For UK HODs website. Do not repeat information from brief description. |  |
| **Event location:**e.g. Full address and postcode |  |
| **Location instructions:**e.g. Meet outside the building/recognisable landmarks to help visitors find you |  |
| **Organiser:**e.g. Milton Keynes Library  |  |
| **Do you require public liability insurance?** (Y/N)  |  |
| If you do not require public liability insurance, please provide the name of your insurer and their contact email or address: |  |
| **Date(s) and time(s) of event:**Must be between Friday 13 – Sunday 22 September and be free to the public.Please use 24 hour timings e.g. 1000 - 1600 |  |
| **Booking and tours:**e.g. Do you need to pre-book? How long will the tour last? Are there maximum numbers on your tour? If you are using an online ticket service e.g. Eventbrite, what is the link?  |  |

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| **Website and social media:** Website address and/or links to any social media accounts |  |  |
| **Contact details:** These will appear in the printed brochure and online.  |  |
| Are you happy for your contact details to be provided to the press? If necessary, provide alternative press contact details. |  |
| Sometimes the media are interested in broadcasting from or filming at sites, are you happy for this site/event to be offered for broadcasting/filming, possibly at short notice? Y/N |  |

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| **How accessible is the site/event? (please delete as appropriate)** |
| Full wheelchair accessPartial wheelchair accessOn-site disabled parkingOn-site accessible toiletsHearing loopSign language interpretationAssistance dogs welcomePushchair/pram friendly | **Anything else visitors should note?** e.g. Two steps to entrance but a portable ramp is available |
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| **Do any of the following apply? (please delete as appropriate)** |
| NEW this yearChildren and family activities availableBell ringing eventHistoric vehicle displayHODS is ONLY time of year site is openRIBA love architecture event | People Power themeThe Arts Society projectEuropean Year of Cultural Heritage themePart of European Days of Jewish CultureExtraordinary Women themeRide & Stride |
| **Photograph and caption**An important addition for use in marketing, websites, and in the brochure. **Send as a separate JPG file** and **please list caption and credit details**. Up to five images can be added to the UK HODs website, but please specify which image you would like to appear in the brochure. |  |

Please return form to: **Rachel Chapman** Rachel@livingarchive.org.uk
**Living Archive MK**, Milton Keynes Museum, McConnell Drive, Wolverton, MK12 5EL - 01908 322568