

Australian Heritage Festival – Printable list of Questions



IMPORTANT: This printable list of questions is intended to help you prepare. Registrations for the Australian Heritage Festival can only be accepted online at www.australianheritagefestival.org.au
Fields marked with an asterisk (*) are mandatory.

Step 1 of 13 – Entry Criteria & Terms

Entry Criteria

Your event doesn't need to be big or fancy or boast of famous connections (although that's always good!) it just needs to be a HERITAGE themed event and you must agree to the FOUR conditions below:

1. Offer Something Special

Open something that isn't normally open/offered to the public, or offer free entry to a usually charging destination/activity. And what if your site, event is open free of charge all year round? Do something out of the ordinary! Here are some simple ideas:

- Have volunteer stewards on site to greet and answer questions.
- Put on some activities or a competition.
- Invite other groups to showcase their work - eg artists, choirs, local history societies.

2. Provide some form of information

Australian Heritage Festival visitors want to learn something new. You can support their exploration by providing:

- Guided Tours
- Talks
- Info Flyers
- Quizzes
- Exhibitions
- Skill Demonstrations

3. Take place within the festival dates

The festival starts on 18 April, the International Council of Monuments and Sites (ICOMOS) nominated day of celebration of all things heritage across the world. It runs until 20 May and your event **MUST** take place at some point during this time. However, it doesn't have to be open on all the days or even a full day.

4. Terms & Conditions

You must agree to the [Terms & Conditions](#).

You will not be able to proceed with your registration unless you confirm acceptance of the four conditions of the Entry Criteria.

If you can say yes to all four, come register with us!

Step 2 of 13 – Organiser Information

First Name *

(office use only)

Last Name *

(office use only)

What is the name of your Australian Heritage Festival event? *

This appears in your event listing

Organisation's Name *

This appears in your event listing

Email address *

(office use only - we'll use this as your primary contact email for all updates)

Postal Address *

(for office use only)

Street Address

City

State

Post Code

Phone Number *

(office use only)

Add a secondary contact person *

Optional

Secondary contact first name * (office use only)

Secondary contact last name * (office use only)

Secondary contact email * (office use only)

Secondary contact phone number * (office use only)

Step 3 of 13 – Upload Event Photos

Pick a high-resolution photo that will best showcase your event. We recommend images of the locations, event attendees or subject matter of your event. You will need to upload at least one image.

All images should be in **landscape format**, not portrait.

Use images with a central focal point — the outer edges of the image will be cut off on small screens.

Recommended file size 750KB-2MB (max is 2MB)

Please do not overlay text or the name of your event in the image.

Reminder: Ensure you have permission for any image you upload.

FORMAT AND SIZE



1200px wide

LANDSCAPE ✓

All images should be in landscape format and at least 1200px wide

2MB MAX ✓

Images should not exceed 2 megabytes

Main Image *

The main image will displayed in your online event listing.

It should be landscape and ideally 1200px wide. Images should be no larger than 2MB. Please name your image file 'event title'.

Choose File

Title

Caption

Optional

Event Image 2
(optional)

Choose File

Title

Caption

Event Image 3
(optional)

Choose File

Title

Caption

Step 4 of 13 – What makes this a National Trust Heritage Festival Event?

What makes this an Australian Heritage Festival Event? *

(tick all that apply)

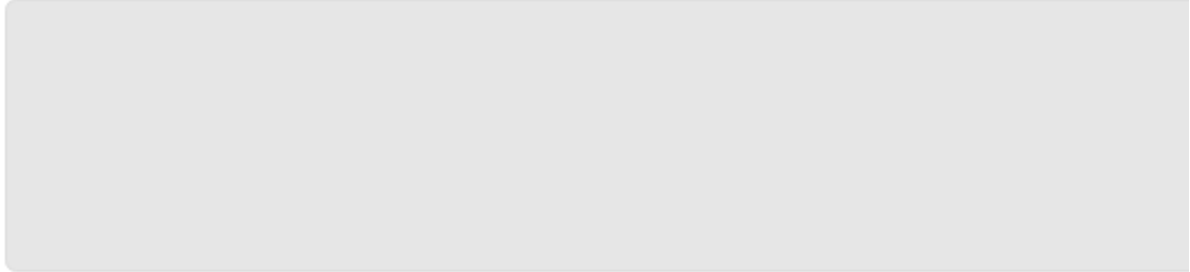
- This site or activity is not normally open to the public
- The event is being put on especially for Australian Heritage Festival
- It is usually open to the public but we are making it special

Step 5 of 13 – Event Description

This is your chance to tell visitors about your opening/event (the information will be published in our online event directory).

Summarise your Heritage Festival Event *

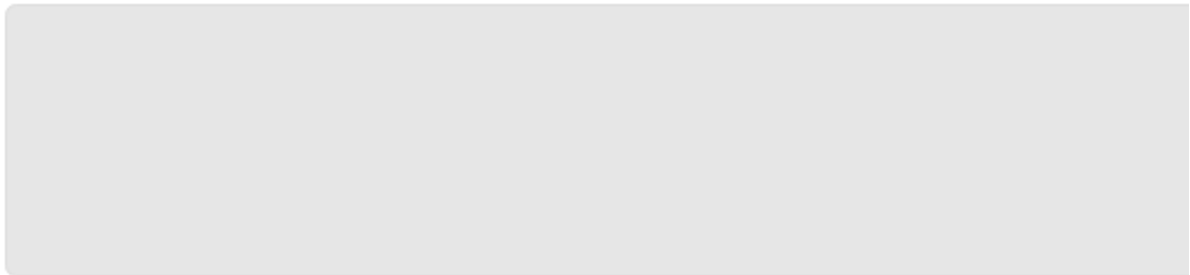
In one clear paragraph tell visitors what they can see and do.



This will be shown on the online search event directory pages and at the top of your event page listing in larger type. **Max 300 characters**

What's on offer at your Heritage Festival Event? *

Tell visitors in more detail what they can expect.



This will be shown on your full event page listing after your summary so **do not** repeat your summary).

Max 1,000 characters

Step 6 of 13 – Admission Prices

Is this event free or is there a cost to attend? * (check one only)	
<input type="checkbox"/>	Free
<input type="checkbox"/>	Gold Coin Donation
<input type="checkbox"/>	Paid

Enter admission prices	If Paid Event
Adult	
<input type="text"/>	
Concession	
<input type="text"/>	
Child	
<input type="text"/>	
Family	
<input type="text"/>	
National Trust Member	
<input type="text"/>	

Step 7 of 13 –Event Location

Where is your Heritage Festival Event taking place?

State *

Venue Postcode *

Venue Address *

Important – You'll need to enter a valid address for your event to be searchable and show a map on your event detail page. The online form will auto-complete your address as you type, ensure that you don't add in any other information (i.e. directions)

Street Address

City

State

Post Code

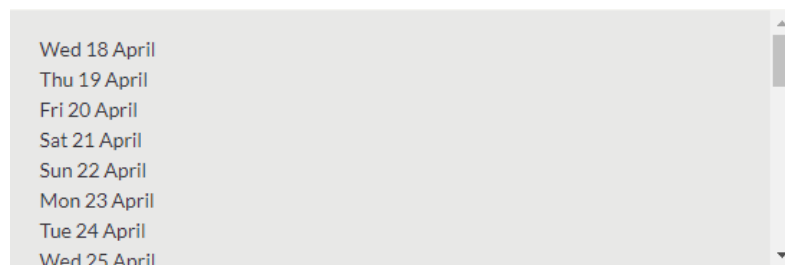
Address information or meeting point

Any tips or local markers that will help visitors find you.

Step 8 of 13 - Event Dates, Times & Booking Information

This is your chance to tell visitors about your opening/event (the information will be published in our online event directory).

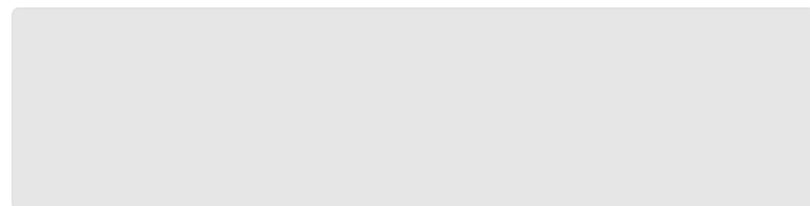
Event Dates *



Wed 18 April
Thu 19 April
Fri 20 April
Sat 21 April
Sun 22 April
Mon 23 April
Tue 24 April
Wed 25 April

Event times *

eg 10am to 6pm (if times vary by day, list each day and relevant time on a new line e.g. Tue 18 April - 10am to 12pm
Tue 25 April - 1pm to 3pm



How to input your event date(s) in the online form

One date: Click on one date

A range of dates: use shift+click on dates

Multiple non-consecutive dates:

For Mac/Apple users hold down the cmd key on your keyboard and then click on the dates you require.

For PC users hold down the Ctrl key on your keyboard and then click on the dates you require.

Are visitors required to book? *

check one only

Yes

No

If visitors need to pre-book, how's best? *

Please tick all that apply

Email (prompt for your booking email)

Phone

Online (prompt for event website)

Are the numbers of attendees limited?*

check one only

No

Less than 50

50 - 100

100 - 150

150+

How many visitors are you expecting for this event (in total)? * (office use only)



How many visitors can attend your event each session? (office use only)



Step 9 of 13 - Event Categories

Which of the following apply to your event? *

You can pick as many as apply to your event. These categories will help visitors search for your event.

<input type="checkbox"/>	Aboriginal & Torres Strait Islander Content	<input type="checkbox"/>	Local Councils
<input type="checkbox"/>	Art & Music	<input type="checkbox"/>	Local History
<input type="checkbox"/>	Civil / Law / Local Services	<input type="checkbox"/>	Military
<input type="checkbox"/>	Commercial	<input type="checkbox"/>	Multicultural
<input type="checkbox"/>	Education	<input type="checkbox"/>	Museums & Galleries
<input type="checkbox"/>	Family Friendly	<input type="checkbox"/>	Nature & Outdoor
<input type="checkbox"/>	Food & Drink	<input type="checkbox"/>	Religious
<input type="checkbox"/>	Gardens	<input type="checkbox"/>	Science & Technology
<input type="checkbox"/>	House & Home	<input type="checkbox"/>	Sport & Leisure
<input type="checkbox"/>	Industrial, Science & Technology	<input type="checkbox"/>	Transport
<input type="checkbox"/>	Library & Archives	<input type="checkbox"/>	Water & Maritime

Step 10 of 13- Extra Event Information

Do any of the following apply to your event? Please click all that apply.

<input type="checkbox"/>	Accessible
<input type="checkbox"/>	Accessible toilets
<input type="checkbox"/>	Companion Cards accepted
<input type="checkbox"/>	Family Events
<input type="checkbox"/>	Guided Tours
<input type="checkbox"/>	Parking
<input type="checkbox"/>	Refreshments Available
<input type="checkbox"/>	Toilets

Ownership/ Management *

(for office use only)

<input type="checkbox"/>	Government
<input type="checkbox"/>	Local Government
<input type="checkbox"/>	Private
<input type="checkbox"/>	Society

Anything else visitors should know?

e.g. limited parking available etc

Step 11 of 13 - Does your event have any online media?

Event Website

Please provide the full web link to further information on your exhibition or event. You can copy this from the browser bar when you are viewing your organisation's event page. i.e.

<https://www.eventbrite.com.au/my-awesome-event>

Facebook

Page name only i.e. for <https://www.facebook.com/nationaltrustau> , enter only **nationaltrustau**

Twitter

Twitter handle only i.e. for <https://www.twitter.com/nationaltrustau> , enter only **nationaltrustau**

Instagram

Instagram username only i.e. for <https://www.instagram.com/nationaltrustnsw> , enter only **nationaltrustnsw**

Step 12 of 13 - Donate to become a Festival Supporter (Optional)

Through registering your event you are helping nurture and promote heritage related events across the country. If you would like to donate to the ongoing support the National Trust provides our event holders and visitors then please consider making a donation. In doing so you will be recognised online as a "Festival Supporter". **We thank you, we couldn't do it without you. All donations over \$2.00 are tax-deductible.**

Step 13 of 13 – Review and Submit



That's it! When you're registering online you'll get the opportunity to review everything you've entered before submitting.