



AUSTRALIAN HERITAGE FESTIVAL

Registration form

Event submissions 2023

• 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 event that relates to our 2023 theme, **Shared stories**, and:

• 1. Offers something special

- Open something that isn't normally open/offered to the public or offer free entry to a usually paid for destination or activity. What if your site or event is open free of charge all year round? Do something out of the ordinary or just showcase what you are best at!

• 2. Provides value

- Australian Heritage Festival visitors want to learn, see or do something new.

• 3. Takes place within the festival dates

- The festival takes place during April and May. Check the dates for your state and ensure your event takes place during this time: **NSW, QLD, SA, WA, TAS:** 10 April - 14 May 2023 • **ACT:** 11 April - 30 April 2023 • **VIC:** 18 April - 18 May 2023

• 4. Terms & Conditions

- You must agree to the Terms & Conditions.
-

Step 2 of 12 - Organiser Information

The Australian Heritage Festival team will use these contact details to communicate with you throughout the event cycle.

- First name*

(for office use only)



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- Last name*

(for office use only)

- What is the title of your Australian Heritage Festival event?*

This is your first opportunity to capture people's imagination and give them the hunger to find out more. Make it brief, fun and attractive to visitors. Think about your target market – what would catch their eye among all the other listings? Make sure you include any keywords in the title to assist visitors searching for your event.

- Organisation's name*

This appears on your event listing

- Email address*

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

 Enter Email Confirm Email

- Postal Address*

(for office use only)

 Street Address City State Postcode
 Australia Country

- Phone number*

(for office use only)



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- - Add a secondary contact person
-

Step 3 of 12 - Upload Event photos

Upload photos of your event

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

- **PHOTO REQUIREMENTS**
 - All images should be in landscape JPEG format, not portrait.
 - Ensure you have permission for any image you upload.
 - Recommended file size 750KB-2MB (max is 2MB).
 - **Do not** overlay text or the name of your event in the image – these will not be accepted.
 - **Use images with a central focal point** – the outer edges of the image will be cut off on small screens and on the main event listing page which crops images to square.



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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 be displayed in your online event listing. It should be LANDSCAPE and ideally 1200px wide. Images should be jpegs and no larger than 2MB.

Accepted file types: jpg, jpeg, png, gif. File Title Caption

- Event image 2

(optional)

Accepted file types: jpg, jpeg, png, gif. File Title Caption

- Event image 3

(optional)



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Accepted file types: jpg, jpeg, png, gif. File Title Caption

- Image Credit (optional)

Does your image require a photographer's credit? If so, please type it here and we will add it to the bottom of your entry.

Tell us about your event

Step 4 of 12 - What makes this an Australian Heritage Festival Event

What makes this an Australian Heritage Festival Event?*

- 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 will complement this year's theme

Step 5 of 12 - 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. Write a first line that will capture their interest and make them want to dig further. Make your content engaging, lively and imaginative and give people an idea of what to expect. Max 300 characters



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0 of 300 max characters

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

Tell visitors what they can expect in more detail. This will be shown on your full event page listing under your summary so DO NOT repeat your summary. Remember – your event needs to stand out so try to bring each element to life for your audience. Create a picture of the event which will capture the imagination of visitors. Remember to include any words people might use to search for your event. Max 1,000 characters

0 of 1000 max characters

Step 6 of 12 - Admission Prices

Is this event free or is there a cost to attend?

- Free
- Gold Coin Donation
- Paid

- Adult

- Concession

- Child



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- Family

- National Trust Member

If you offer a discount for National Trust members, we will provide extra publicity to our members about your event.

Step 7 of 12 - Event Location

58%

- Where is your Heritage Festival Event taking place?
- State*

- Venue Postcode (please leave blank if online event)
- Venue Name (please leave blank if online event)

- Venue Address (please leave blank if online event)

Start typing the street address, then click on the correct suggestion provided by Google Maps.

You must pick a suggestion offered by Google Maps in order to have a map on your event page.

Street Address Suburb/City State Post Code

- Address information or meeting point



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

Step 8 of 12 - Event Dates, Times & Booking Information

66%

- This is your chance to tell visitors about your opening/event (the information will be published in our online event directory).
- Event dates*
 - Please ensure your dates align with your states participation: • NSW, QLD, SA, WA, TAS: 10 April - 14 May 2023 • ACT: 11 April - 30 April 2023 • VIC: 18 April - 18 May 2023 • NT: Registration opening soon

How to input your event date(s)

One date: Click on one date

A range of dates: use shift+click on dates



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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.

- 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

- Are visitors required to book in advance?

Yes

No

What booking methods are available?*

Please tick all that apply

- email
- phone
- online
- at the event

- Are the numbers of attendees limited?

Step 9 of 12 - Event Categories

75%



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- Which of the following apply to your event?*

Please only tick as many as apply to your event. These categories will help visitors search for your event.

- Aboriginal & Torres Strait Islander
- Art & Music
- Class, Workshop or Talk
- Concert or Performance
- Exhibition
- Family Fun
- Food & Drink
- Guided Tour
- National Trust Property
- Nature/ Outdoor & Walks
- Online
- Open Day
- Other

Step 10 of 12 - Extra event information

83%

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

- On-Site Facilities:

- Accessible
- Accessible toilets
- Companion Cards accepted
- Parking
- Refreshments Available
- Toilets



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- Ownership/ Management:*

(for office use only)

- Government
- Local government
- Private
- Society

- Anything else visitors should know?

e.g. limited parking available etc

Step 11 of 12 - Social Media

Website and social media details

To maximise visitors on the day please share your website and social media details so we can promote your event to all our followers too (or leave blank if you don't have).

- Event website

Please provide the web link to your event or business, **without https://** e.g. www.example.com.au

- Facebook:

Please provide your **account handle only, without the @ symbol** e.g. AustralianHeritageFestival

- Twitter:

Please provide your **account handle only, without the @ symbol** e.g. HeritageFestAus



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- Instagram:

Please provide your **account handle only, without the @ symbol** e.g. australianheritagefestival