

## How can GOSPORT's HERITAGE OPEN DAYS Team help you to run a successful event in 2019?

Gosport HODs Team will support your event, as we do all 75+ local HODs events, through the following:-

- Keeping you informed of national or local event themes which you may wish to consider in the planning of your event.
- Registering the event on your behalf through our Gosport HUB with HODs. Registration opens on 18<sup>th</sup> March. We prefer event organisers to register through the Gosport HUB to ensure a standardised appearance on the HODs Website for all Gosport events, created by us from details, images, logos which you supply). However, organisers are of course free to deal with their own registration.
- Offering advice on event accessibility via our partners, Gosport Access Group and Disability Forum.
- Supporting any 'trial-run' of features of your event, in the months leading up to HODs, with constructive feedback available from our local Heritage Guides and Speakers.
- Highlighting your event on our Gosport HODs Website from our Marketing Launch date of 15<sup>th</sup>/16<sup>th</sup> June and actively promoting through our Social Media (Facebook, Twitter, Instagram) up to and including the date of your event.
- Promoting your event at HMS Sultan Summer Show on 15<sup>th</sup>/16<sup>th</sup> June and at numerous smaller promotional opportunities in the Gosport area in the months leading up to HODs, including at town market days. Also, via press releases to various media sources.
- Including your event in our printed programme (10,000 distributed within Gosport and surrounding areas) which is available from August 1<sup>st</sup>. Your event must be registered and all details available to us by June 1<sup>st</sup> for our print deadline.
- Taking care of any booking requirement your event may have, via our Gosport HODs facility on Eventbrite.
- Providing materials for your event such as banners, bunting, stickers, balloons, HODs welcome signs. Also visitor, volunteer and organiser evaluation forms.
- Depending on availability, providing Gosport HODs volunteers at your event to assist with tasks where your event may be undermanned.
- Feeding back to HODs all visitors figures and other required info by 1<sup>st</sup> October.
- Including your event info within the Gosport HODs Report which is made available at our Event Organisers 'Post HODs Party' in late October.

Members of our Team are available to assist you, answer queries, offer advice etc whenever you may need us. Just contact us by....

Email: [info@gosportheritage.co.uk](mailto:info@gosportheritage.co.uk) Tel/Text: 07531 001003

or pop into the Gosport Tourist Information Centre Monday-Saturday