



Lincolnshire Heritage Open Days 2022

Friday 9th to Sunday 18th September – “*Inside Out: Lincolnshire's Landscape of Industry, Design and Innovation*”

On behalf of the Lincolnshire Heritage Open Days Steering Group, we are thrilled to announce the details of 2022's Lincolnshire Heritage Open Days Festival, and invite you to register your event with us.

Enclosed with this letter you will find an FAQ to help answer some of the questions that you might have about the festival.

Your main contacts at Heritage Lincolnshire will be the HODs team and Charlotte Davey. We are still working out of the office, so in the first instance please try and contact us via our email address hod@heritagelincolnshire.org

We hope you will be able to join us this year, last year saw dozens of brilliant events taking place across Lincolnshire, despite the challenges presented by COVID-19. We are once again accepting both online and in-person events and have planned plenty of support sessions to help you create a unique event which works for you.

The theme this year encourages you to celebrate the things which have shaped the landscape of Lincolnshire. This includes inventions, design, art, architecture, and industry, all of which have left their mark on the Lincolnshire we see and love today.

Remember that you will need to register your event with us by **31st March 2022** for it to feature in the brochure.

Yours sincerely

**Charlotte Davey
& The Heritage Open Days Team**

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Lincolnshire Heritage Open Days FAQ

What is the Heritage Open Days Festival?:

Lincolnshire Heritage Open Days is part of the National and European Heritage Open Days initiative that takes place each September. In Lincolnshire (including North and North East Lincolnshire), the programme of events has been co-ordinated by Heritage Lincolnshire for over twenty-five years.

We aim to celebrate the county's built, buried, natural and cultural heritage by arranging a programme of Heritage Open Days events. These allow visitors to access places that are either not usually open or would normally charge an entrance fee. They can also include tours of historic buildings, guided walks, talks, exhibitions, re-enactments or demonstrations of crafts and skills. Because all events are free they offer visitors a unique opportunity to find out and participate in aspects of their heritage and culture that they might not usually encounter. More information can be found at www.heritagelincs.org/heritage-open-days

Our programme of events is developed by the Lincolnshire Heritage Open Days Steering Group, which is made up of volunteers from local interest groups and tourism and heritage staff from Lincolnshire's local authorities. A different theme is chosen each year to bring variety to the programme.

What's the Theme for 2022?:

In 2022 we are celebrating the things which have shaped the historic, cultural and physical landscape of Lincolnshire. This includes important events and inventions which left their mark on the history of the county, as well as the physical reminders we still see today. From architecture and design to archaeology and art, the theme is designed to get visitors thinking about the part our county played in the course of history, and the reminders that were and are still in the public's consciousness. Check out our '**Ideas for Organisers**' document if you are searching for inspiration.

Although we hope that you might consider featuring an element of the theme in your event, please note that events **do not have to relate to the theme** so if you are struggling to find a connection, then don't worry. As long as it meets the festival criteria outlined below, then you can register your event with us.

How Can My Event Meet the Criteria?:

The main criteria for a Lincolnshire Heritage Open Days event are:

- Events must be **free of charge** and take place during between 9th September and 18th September
- Events and activities should celebrate the heritage, history or archaeology of Lincolnshire and, where possible, highlight this year's theme
- Open a site/part of a site that is not usually open to the public, waive the usual entry fee, or put on a special event
- Events and activities can be on one or more of the ten days, and at times to suit the organisers

Can I Charge for My Event?:

Unfortunately, a core aim for the festival is that events are provided for free. You can however charge for additional elements. For example, if the event itself is free admission, you may charge a fee for:

- Add-on features such as tower tours or children's trails.
Please note that this cannot be the focus of the event. For instance, if you are running an event at a church which is open year-round and are only putting on tower tours for the festival, you cannot charge for these, as they would be the only element that meets the festival criteria.
- Refreshments
- Souvenirs

You may also ask for donations, or raise money for your site through fundraising activities such as raffles etc.

Do I Need Public Liability Insurance to Run an Event?:

You do need public liability insurance to run an event. If you already have public liability insurance through your organisation, then this is enough. However, you must provide the company name, address and policy number in the space provided on the event registration form.

If you do not have public liability insurance, then you can still get free public liability insurance through the National Trust who organise the national festival. They provide public liability insurance cover for all organisers, properties and events that comply with their insurance terms and conditions. The main condition is that you undertake a 'risk assessment' prior to the event taking place which you keep. Risk assessment forms and further details will be provided by us.

Unfortunately, the free public liability insurance does not cover weapons, musical instruments, transport, and other hazardous hands-on activities. We recommend reading through the guidance provided from the insurance provider to ensure that it covers your event.

What are the Free Services and What do I Need to Do?:

Heritage Lincolnshire provides the following services free of charge to all event organisers:	Event organisers will need to:
<ul style="list-style-type: none">• Include your event in the annual festival brochure which goes out across Lincolnshire	<ul style="list-style-type: none">• Complete the event registration form and return it to us by the deadline
<ul style="list-style-type: none">• Support you with any queries about events, risks, COVID or digital issues.	<ul style="list-style-type: none">• Keep in contact with us about any cancellations or changes to your event
<ul style="list-style-type: none">• Feature your event on the Lincolnshire HODs website and social media pages, and register your event with the National Heritage Open Days website www.heritageopendays.org.uk	<ul style="list-style-type: none">• Check and confirm the proof we send you of your event details before it goes to print

<ul style="list-style-type: none"> • Host training and support sessions to help you with the planning of your event, including digital skills workshops. 	<ul style="list-style-type: none"> • Use the promotional pack we send you to create your own press releases and posters to market your event
<ul style="list-style-type: none"> • Post or email you an organiser pack including a copy of the brochure, directional signs, poster template, press release template, and risk assessment template if required 	<ul style="list-style-type: none"> • Link with us on social media during the festival using #LincsHODs
<ul style="list-style-type: none"> • Make available bunting, balloons and stickers when provided by the National organisers 	<ul style="list-style-type: none"> • Use our evaluation forms to collect feedback from visitors and send this and your organiser evaluation form to us by the end of October
<ul style="list-style-type: none"> • Promote the festival with posters, in newspapers, magazines, radio stations and on social media 	

Do You Offer Any Paid Services?:

To help support you in organising your event, we do offer additional paid services for the small fee of £25. This is non-obligatory but is great for organisers who have a busy schedule.

For the £25 we can provide the following additional services:

- Handle bookings for your event, providing you with a list of attendees before the festival without the hassle of taking calls and dealing with disappointed people when your event becomes fully booked
- Set up an Eventbrite page for your event and hand it over to you so you can use it to promote other events at your site.
- Deliver as many festival brochures as you require right to your door

You can make the donation online via our digital form

<https://www.heritagelincnshire.org/heritage-open-days-donations>, or alternatively please indicate on your Event Registration Form if you would like any of these extra services and include a cheque (payable to Heritage Lincolnshire) or a purchase order for the sum of £25.

How Do I Register My Event?:

- To take part in Lincolnshire Heritage Open Days please complete and return the Event Registration Form by email or post. You can also register your event online at <https://www.heritagelincnshire.org/heritage-open-days-registration-form>
- If possible, please also include several photos that you give us permission to use in the brochure and online to help promote your event.

Are There Any Deadlines?:

- If you would like your event to be included in the festival brochure, the final deadline for returning this form is the **31st March 2022**
- Events submitted after this date will be included on the festival websites but will not benefit from the extra publicity of appearing in the brochure
- No events can be submitted to either the National nor Heritage Lincolnshire's website after the **1st August 2021**

If you require any further information or you would like to discuss any of the above, please contact the Heritage Open Days Team at Heritage Lincolnshire.