



PLEASE READ ALL INFORMATION CAREFULLY BEFORE FILLING OUT PAGES 3, 4 AND 5

Doors Open Winnipeg is presented by Heritage Winnipeg, a non-profit charitable organization that promotes and encourages the conservation of historic/heritage structures and sites.

facebook.com/HeritageWinnipeg

twitter.com/HeritageWPG

www.heritagewinnipeg.com

info@heritagewinnipeg.com

P: 204-942-2663 F: 204-942-2094

heritagewinnipeg.blogspot.ca

instagram.com/heritagewpg

During the last weekend of May each year the public is invited to enter built heritage treasures, cultural institutions and other buildings of interest not normally accessible to the public, completely **FREE OF CHARGE!** Doors Open Winnipeg (DOW) has counted almost half a million site visits to date, with visitors from diverse cultural, social and economic backgrounds. This event provides a valuable opportunity to discover, explore, educate, and foster appreciation for Winnipeg's architectural and cultural heritage.

COMMUNICATION

Email is the main means of communication used for DOW. Please ensure the email address you have provided is correct and checked regularly for communications. If you have **NOT** received any communications from Heritage Winnipeg (HW) on or before **April 30th, 2019** confirming receipt of your form, **please reach out to HW.**

ADMISSION

DOW is a completely free event that you cannot charge any admission for. You can however solicit donations, sell memberships, souvenirs or food.

HOURS OF OPERATION

To provide consistency during DOW, HW suggests that buildings are open between 11:00 am and 5:00 pm on Saturday and Sunday of DOW. Opening for alternative hours or for only one of the two days is also acceptable.

TOURS

If you are providing tours, consider how many people your space and/or tour guide can handle, if there will be a maximum number of people for each tour, pre-registration or first come first served, and start/end times. If pre-registration is deemed necessary, please make your arrangements with the Heritage Winnipeg office.

VOLUNTEERS

For the most informed and reliable volunteers, HW suggests that you **do your best to provide your own**. In the case that you do need extra help, HW will try to provide **one volunteer per shift**. Please be mindful that HW has a very limited number of volunteers and they may not be familiar with your building. Please indicate if HW volunteers will be functioning as tour guides, as this requires particular individuals that are outgoing and comfortable speaking to the public. If you are assigned volunteers from HW, **please ensure that you take the time to reach out to them** (HW will provide contact information), give them any required historical information and a description of what their responsibilities will be. HW will provide volunteer badges for **both your own and HW volunteers**. When a volunteer is finished with their badge please pass it on to the next volunteer so that the minimum number of badges is required.

PARTICIPANT PACKAGE

HW provides a box (plastic tote) with materials that all DOW participants are expected to make use of. Please make a concerted effort to pick up and return your box as HW has very limited resources and relies on the generosity of volunteer couriers. If you cannot pick up and return your box, you need to contact HW to make arrangements. You will be informed when your box is ready for pick up, which will be some time during the week leading up to DOW. Drop off should take place in the week after DOW. **Only the count sheet, counter and volunteer badges must be returned with the box.**

SANDWICH BOARDS

There are a limited number of sandwich boards available to help advertise sites during DOW. HW does its best to distribute them fairly and to sites that will benefit from them the most. Requesting a sandwich board does not ensure that you will receive one. You will be informed if you will be receiving a sandwich board.

PROMOTION

To help make DOW a success, it is important that all participants help promote the event through their social media and print material. Please ensure you make a point of encouraging visitors to vote in the Peoples' Choice Awards, which will be available online starting the morning of May 25th.

PHOTO

All participants are required to submit a photo with a minimum of **300 dpi in landscape** (wider than tall) to be used for the DOW Website and Winnipeg Free Press Insert. **Photos that do not meet these guidelines will be rejected or subject to editing.** If your past photo meets these guidelines, you are welcome to reuse it. **Please ensure you own the copyright to your photo.** All photos must be submitted digitally to info@heritagewinnipeg.com. Photos may be used for other DOW promotional material with credit given to the building or walking tour from which they came.

WRITE UP

New write ups that are **MARKETING ORIENTATED** are strongly encouraged! Write ups should be **no more than 100 words**, excluding bilingual paragraphs. **Write ups that do not meet these guidelines will be rejected or subject to editing.** Do not include your address or tour times, as these will be listed separately. **Do not** give too much historical information – save that for when the public visits. **Please include** information about special guests, anniversaries, performances or programming, special food or drinks, exciting changes from last year and any other tantalizing tidbits to entice the public.

WEBSITE

Your write up will be posted on the DOW Website (doorsopenwinnipeg.ca) prior to being printed in the Winnipeg Free Press Insert on Thursday, May 23rd. Participants will be informed when their write up is posted online and asked to ensure all the information is correct, **especially the address, dates and times.** **Please take the time to read your information very carefully on the DOW Website so mistakes can be corrected BEFORE they are printed in the Winnipeg Free Press Insert.**

The following form is to be filled out by all participating buildings, tours and events. Please ensure that you fill out every section - if something does not apply to you, please indicate so with a "N/A" - **do not leave any sections blank.** Keep pages 1 and 2 for your reference and **return pages 4, 5 and 6 to Heritage Winnipeg no later than THURSDAY, MARCH 28TH, 2019.**



ONLY TO BE FILLED OUT AFTER READING PAGES 1 AND 2

If you are not using the fillable PDF, please ensure you print legibly

BUILDING / TOUR / EVENT official name to be used in promotional materials
--

BUILDING address or
TOUR starting point: _____

year or years
BUILDING was constructed: _____

contact person: _____ position: _____
email: _____ phone: _____

BUILDING hours of operation during DOW:

Saturday: _____ Sunday: _____

WALKING TOURS or **TOURS WITHIN BUILDINGS** start times:

Saturday: _____

Sunday: _____

length of tour: _____ maximum participants: _____

IF ABSOLUTELY NECESSARY, select the shifts which you require a HW volunteer:

- Saturday 11am to 2pm Saturday 2pm to 5pm Sunday 11am to 2pm Sunday 2pm to 5pm

IF A HW VOLUNTEER IS REQUESTED, what type of volunteer is needed? **DO NOT** select both.

- Ambassador OR Tour Guide

TOTAL number of volunteer badges required for **all volunteers**: _____

YOU will pick up your box: YES NO times when available for delivery:

YOU will drop off your box: YES NO times when available for pick up:

request use of sandwich board: YES NO

designated and free parking available: YES NO

wheelchair accessible: YES NO

public washrooms on site: YES NO

food and drinks for sale: YES NO

website: _____

You are **strongly encouraged** to use a **new photo** and **new write up** if you have previously participated in Doors Open Winnipeg

See page 2 for photo and write up instructions

reuse last year's photo: YES NO

reuse last year's write up: YES NO

Send your **NEW PHOTO** (300 dpi, landscape) and **NEW WRITE UP** (<100 words, marketing orientated) to info@heritagewinnipeg.com **ON OR BEFORE MARCH 28TH, 2019**

By signing the Doors Open Winnipeg Participant Agreement, I confirm that I/we will provide an event that is free to the public and the premises will be safe for all participants. I confirm that the building participating has adequate insurance coverage for the event. I acknowledge this event is presented by the Heritage Winnipeg Corporation. To the best of my knowledge I will be providing accurate historical information about my building/site.

I confirm that the details I submitted on this form are correct to my fullest knowledge. I understand that as a host, if I submit the participation form and then withdraw from the event, it may **NOT** be possible to remove my building from marketing materials and that this may cause difficulties for Doors Open Winnipeg visitors, reflecting badly on the event.

I agree to all the aforementioned conditions surrounding my participation as a Doors Open Winnipeg host, and will comply with the requirements set out in the above description.

SIGNATURE

If an electronic signature is not possible,
please type your name in the space provided

DATE

Please return the completed form to Heritage Winnipeg by
THURSDAY, MARCH 28TH, 2019

**EMAIL the fillable PDF to:
info@heritagewinnipeg.com**

OR

**MAIL only pages 3, 4, and 5 to:
509-63 Albert Street, Winnipeg, Manitoba, R3B 1G4**

OR

**FAX only pages 3, 4, and 5 to:
204-942-2094**



**THANK YOU FOR PARTICIPATING IN
DOORS OPEN WINNIPEG 2019!**