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## **Frequently asked Questions about Buckinghamshire Culture's Open Weekend 2022**

### **1. Can potential applicants contact Buckinghamshire Culture to discuss their ideas?**

Yes, please get in touch with Nadia [Nadia@buckinghamshireculture.org](mailto:Nadia@buckinghamshireculture.org)

We will also be running Information Events on 25<sup>th</sup> May 2-3pm and 26<sup>th</sup> May 4-5pm (possible further dates TBC) to provide further details on Open Weekend and enable space for ideas development and discussion.

### **2. Is there one main event?**

No, all events are given equal weight in the Open Weekend model. A village workshop with 6 people is as important part of the programme as a theatre performance for 600.

### **3. Does the event/activity need to be free to access?**

The Open Weekend is part of our work to encourage and broaden access to creativity and culture, so if you are able to offer a free activity that would be helpful. However, Buckinghamshire Culture recognises that you may need to charge a small fee to participate, which is fine. We are unlikely to support/include solely profit-making activity as part of the Open Weekend.

### **4. What are the criteria for inclusion in Open Weekend?**

The only criteria are that your event must:

- Take place in Buckinghamshire (or online but be delivered by a group or organisation based in Buckinghamshire)
- Include activity that is creative or cultural (including: arts, crafts, heritage, music, performance, dance, cooking, baking, writing, spoken word and poetry)
- Align to the theme of trees and green.

### **5. What are the timescales and deadlines?**

Submissions will open 25<sup>th</sup> April

Deadline 1<sup>st</sup> June

All What's On information to be provided by 12<sup>th</sup> June

Open Weekend – 28<sup>th</sup>-31<sup>st</sup> July

### **6. Do all events/activities need to be pre-booked?**



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It is entirely down to each individual / organisation if you would like to invite your audiences to pre-book or just turn up on the day. As long as you are able to complete the simple evaluation with all participants, you can decide on what works best for you.

**7. Does Buckinghamshire Culture have any further suggestions on applying for funding / sponsor / grant support?**

There are a number of funding bodies locally, including Heart of Bucks and the Community Boards, that can support various projects. Different bodies will have different criteria on applying for funding and will have areas they focus on. We suggest you visit their websites for further information. Nadia is also available to support with funding queries on Nadia [Nadia@buckinghamshireculture.org](mailto:Nadia@buckinghamshireculture.org) and remember the Open Weekend project may have some very micro seed funding available for activities taking part. Criteria and application instructions for this will be confirmed shortly.

**8. What are my responsibilities?**

You will be responsible for the smooth running of your event, including; ensuring you have the correct permissions, insurance, risk assessments and policies in place, as well as adhering to any public health (e.g. Covid 19) regulations that may be in place at the time of the event.

**9. What other things do I need to think about taking part?**

In order to make the Open Weekend a success in the future and assess what we are doing, we will ask you to collect some basic data from your participants. We will provide you with an evaluation toolkit, so following that should make it as easy for you as possible. It involves small things like collecting postcodes from participants and asking them to complete simple feedback forms with comments.