



Please complete this form so your event / activity can be included in the printed programme for SustFest19 (11th May - 1st June 2019).

You can copy & paste your completed answers onto the online form or if you prefer you can email us this completed Word version of the form to sustfest@sustainablestalbens.org. It's a little easier for us if you use the online form.

The information you provide will be held in accordance with Sustainable St Albans Data Protection Policy which can be viewed here: <https://sustainablestalbens.org/data-protection/>

* required

This section is for all events held during SustFest 2019

1 - Contact email*

2 - Name of your organisation (as you want it to appear to the public)*

3 - Contact name *

4 - Website, Twitter, Instagram, Facebook page (if you have one)

5 - Contact telephone(s)*

6 - Title of your event/ activity. Create a title that encourages people to come to your event. *

7 - Representatives from SustFest will try to attend as many events as possible. Would you like a representative to attend? Yes No No Preference

8 - If yes, what role would you like us to take? E.g. say a few words? attend your assembly? just join in?

Health and safety: Sustainable St Albans Week can accept no responsibility or liability for your events, and we encourage you to consider carefully any Health and Safety issues: more information can be found on the website.

9 - Please tick below to confirm. We cannot include any events in the programme that do not confirm this. *

I confirm that we take responsibility for our own event. We will carry out any risk assessments required to protect the public and our members, and have in place any public liability insurance required as appropriate to the nature of the event.

Is your event public or private?

10 - Public events will be promoted in the brochure with dates, times etc, whereas private events may be mentioned but have no details attached. *

- Public (any event open to the general public) - please complete the rest of the form
- Private (an event which is open to only those who you invite, or members of your organisation). Skip to question 21.

Events Open to the public

Please fill in this section if your event is open to the public. We will use this information to promote your event and include it in our brochure and online programme.

This is how information was used in last year’s programme, so you can see the kind of information we need.

<p>Ver Valley Society Opposite New Barnes Mill on Cottonmill Lane, St Albans AL1 2HA. 10am - 12 noon</p> 		<p>HELP TO REVIVE THE MILL STREAM AT NEW BARNES MILL</p> <p>Join our volunteers at New Barnes Mill. Help to revive the River Ver by working in and on its banks. You will need Wellingtons!</p> <p>FREE!</p> <p>Event will go ahead even if it rains. Call 01582 794332.</p> <p>www.riverver.co.uk</p>
<p>Harpenden Library 27 High Street, Harpenden AL5 2RU. 10.30am - 11.30am.</p> 		<p>SHAKER PARTY FOR TODDLERS</p> <p>Help your toddler make a shaker from a single use plastic bottle; and then play along with songs and rhymes!</p> <p>Voluntary donation of £1.</p> <p>1 ticket is for one adult and one child. Book in person or phone 0300 1234049.</p> <p>www.hertfordshire.gov.uk/libraries.</p>

11 - Please provide a short summary of your event that will sell it to the public (Maximum 160 characters.) *
Description only here: information about costs, booking and telephone numbers are added separately – see below.
Please note that while we will promote your event in our brochure, online and other ways, you will also have to advertise your event yourself.

12 – Date(s) of event *

SustFest runs from Sat 11th May-1st June so please make sure your event is within these dates. If your event runs over several days / weeks please make this clear.

13 - Event Start time *

14 - Event End time *

15 - Event Venue, including address and postcode *

16 - For outdoor events please provide contact number and explain whether the event will go ahead in the event of bad weather / rain.

17 - Is booking required? * Yes No

18 - If booking is required, how will people get tickets? Please provide contact details / weblink if applicable.

19 - If your event free to attend? *

If the event is free to attend please enter FREE. If your event has different costs for adults / children/ concessions please provide details.

20 - Is your event child friendly? *

Aimed at children child friendly Adult only

SustFest themes of Sustainability

	<p>Health and happiness</p> <p>Encouraging active, sociable, meaningful lives to promote good health and well being</p>		<p>Local and sustainable food</p> <p>Supporting sustainable and humane farming, promoting access to healthy, low impact, local, seasonal and organic diets and reducing food waste</p>
	<p>Equity and local economy</p> <p>Creating bioregional economies that support equity and diverse local employment and international fair trade</p>		<p>Sustainable materials</p> <p>Using sustainable and healthy products, such as those with low embodied energy, sourced locally, made from renewable or waste resources</p>
	<p>Culture and community</p> <p>Respecting and reviving local identity, wisdom and culture; encouraging the involvement of people in shaping their community and creating a new culture of sustainability</p>		<p>Sustainable transport</p> <p>Reducing the need to travel, and encouraging low and zero carbon modes of transport to reduce emissions</p>
	<p>Land use and wildlife</p> <p>Protecting and restoring biodiversity and creating new natural habitats through good land use and integration into the built environment</p>		<p>Zero waste</p> <p>Reducing waste, reusing where possible, and ultimately sending zero waste to landfill</p>
	<p>Sustainable water</p> <p>Using water efficiently in buildings, farming and manufacturing. Designing to avoid local issues such as flooding, drought and water course pollution</p>		<p>Zero carbon</p> <p>Making buildings energy efficient and delivering all energy with renewable technologies</p>

21 - Which of the ten themes above does your event cover? Please tick all that fit your event. *

To download the One Planet Living framework visit: <https://sustainablestalbans.org/what-is-sustainable-living/>

Check all that apply:

- Health and happiness
- Equity and local economy
- Culture and community
- Land use and wildlife
- Sustainable water
- Local and sustainable food
- Sustainable materials
- Sustainable transport
- Zero waste
- Zero carbon
- All

Your logo and a photo

LOGO: Please email us your logo separately- which goes on the website as a 'supporter' of the festival. Tick below if we already have your logo.

PHOTO: - **FOR PUBLIC EVENTS ONLY** - We also require a photo that depicts the event you are running - for the brochure. The photo will be very small so choose an image that can be seen in a small format. It could be a photo of people (on bikes; talking; walking; cooking etc.) or photo of an object, bird, bee, tree, building, etc.; anything to describe the event in some way.

Please send the logo (.jpg or .png) and photo (jpg or png) by email to sustfest@sustainablestalbans.org WITH THE NAME OF YOUR GROUP AND EVENT.

22 - I will email the group's logo and a photo *

Check all that apply.

- Yes I will email logo / photo
- Tick here if we already have your logo

SustFest Speed Networking and Market Takeover

SPEED NETWORKING:

We're holding the popular Speed Networking Event at the Council Chambers, Civic Centre, St Albans at 7pm on Friday 5th April, a month before the Sustainability Festival starts. You will be able to share ideas with others who are running events, pick up programmes, share promotional materials with each other, and discuss how you might support each other's events. All organisers are invited.

23 - Would you like to attend the Speed Networking event? *

Yes Maybe No

MARKET TAKEOVER:

On Sunday 19th May we're holding the big central event of SustFest19; the Market Takeover, right in the centre of St Albans. We are looking for charities and local businesses to have stalls at the event. We're also looking for local music and performers (school choirs, local bands, dancers, etc.)

24 - Would you like us to contact you with more information about the Market Takeover, and how you could take part? *

Yes No

Any donations are welcome

Taking part in the Sustainability Festival is free. However, we are a small volunteer group, trying to make our budget stretch! Last year, designing and printing the programme cost us £2500, and another £2000 for printing and distributing flyers. We have core funding from the Big Lottery, and the rest comes from local fund raising and business sponsorship.

25 - Is your group able to donate towards the running of SustFest? Please select the appropriate option:

£50 is the equivalent of another 150 programmes or delivering a leaflet to another 200 homes

- Sorry, we are unable to donate at this time
- £5
- £10
- £20
- £50
- Other _____
- I want to know more about paying for adverts in the brochure and / or sponsoring SustFest in other ways. Please contact me to discuss this.

How to donate:

If you have a PayPal account you can pay electronically through PayPal by going to:

<https://www.paypal.me/SustStAlbans> - Or cheques can be made out to Sustainable St Albans, and sent to Treasurer, Sustainable St Albans, 21 Marlborough Gate, St Albans, AL1 3TX. Thank you.

Any other comments or questions?

26 - Let us know if you have any additional questions about your participation in SustFest.

Thank you for registering for SustFest 2019

A representative of SustFest will contact you nearer the time to discuss your event or if they require further information.

Both Sustainable St Albans and St Albans Friends of the Earth run events all year round – not just for #SustFest!

If you have any questions or would like more information about Sustainable St Albans or SustFest visit

<https://sustainablestalbans.org>

To find out more about St Albans FoE see <http://wwwstalbans.foe.org>

A copy of your responses will be emailed to the address you provided.