

# Important dates & deadlines for Royston Arts Festival 2020 Event Organisers

(Please read carefully as changes have been made to the 2019 version)

Information on submitting events for inclusion in the 2020 festival can be found on the website

[http://www.creativeroyston.org/?page\\_id=28](http://www.creativeroyston.org/?page_id=28)

Our Community Liaison committee member in 2020 is Chiara Mannalà and she is the first point of contact for any questions on your festival application or timeline below: - [community@creativeroyston.org](mailto:community@creativeroyston.org) More general pre-application questions, such as the suitability of your event can be addressed to [chair@creativeroyston.org](mailto:chair@creativeroyston.org) who should be contacted with questions about seed-funding.

Please feel free to submit your information early. If you miss a deadline it makes things harder for us and we may not be able to include your event in our programme.

Royston Arts Festival 2020 will take place during the period Friday 18th to Sunday 27<sup>th</sup> September. Events will be distributed between these dates with the Royston Arts Society Autumn Exhibition and others taking place on the second weekend. Royston MusicFest will take place on Sunday 20<sup>th</sup> September and the festival will close with the Finale Concert at King James Academy Meridian Hall on Sunday 27<sup>th</sup> September.

<p>Tuesday 4th February 7:30pm Room 11, Royston Town Hall</p>	<ul style="list-style-type: none"> <li>• Creative Royston AGM including a review of Royston Arts Festival 2019 and a brief preview of the 2020 festival.</li> <li>• Creative Royston Annual Report 2019 copy: <a href="http://www.creativeroyston.org/">http://www.creativeroyston.org/</a></li> </ul>
<p>By midnight Friday 1st May</p>	<ul style="list-style-type: none"> <li>• Submit your event online, with a 50-word description of your event and send any high resolution photos for the programme and website, with a clear description and any attributable copyright to <a href="mailto:community@creativeroyston.org">community@creativeroyston.org</a></li> <li>• Please also include all social media handles, i.e. Facebook, Twitter, Instagram; to enhance publicity. Please also provide us with an access guide outlining access features at the venue(s) being used.</li> <li>• If you wish to apply for festival seed-funding, download, complete and return your Funding Application Form (and any supporting documents).</li> </ul>
<p>Thursday 7th May</p>	<ul style="list-style-type: none"> <li>• Planned Creative Royston Management Committee (CRMC) meeting to include discussion on event submissions and seed-funding applications.</li> </ul>
<p>mid- May</p>	<ul style="list-style-type: none"> <li>• We will notify you if your event can be included in the festival.</li> <li>• If you have applied for seed-funding, we will notify you if your application has been successful.</li> </ul>
<p>June (TBA if required)</p>	<ul style="list-style-type: none"> <li>• a 'networking event' will be held for Event Organisers if sufficient demand.</li> </ul>
<p>By Friday 26th June</p>	<ul style="list-style-type: none"> <li>• Proof read your text for programme/website and send any corrections to us.</li> </ul>
<p>By Friday 31<sup>st</sup> July</p>	<ul style="list-style-type: none"> <li>• Email a copy of your <u>proposed</u> (i.e. before printing to avoid error) poster/flyer (in pdf, jpeg or png format) and any additional information for our use on website, social media etc.. to <a href="mailto:webadmin@creativeroyston.org">webadmin@creativeroyston.org</a> with copies to <a href="mailto:community@creativeroyston.org">community@creativeroyston.org</a> &amp; <a href="mailto:marketing@creativeroyston.org">marketing@creativeroyston.org</a></li> </ul>

	<ul style="list-style-type: none"> <li>• Please ensure the poster/flyer carries the RAF logo (downloadable from website) and the wording (in a plain font): 'Part of Royston Arts Festival.'</li> </ul>
Sunday 2nd August	<ul style="list-style-type: none"> <li>• Royston Kite Festival start of August (usually first Sunday in August)</li> </ul>
By Sunday 23rd August	<ul style="list-style-type: none"> <li>• Supply us with a copy of your Public Liability Insurance.</li> <li>• Confirm what publicity materials (e.g, banners) or other items (visitor counters) you would like to borrow from us.</li> <li>• Specify how many copies of the printed programme you would like in order to distribute to your members. (n.b. programmes are distributed to every household in the local area in The Listing so please take account when requesting copies).</li> </ul>
Thursday 12 September	<ul style="list-style-type: none"> <li>• Your programmes will be available for collection on or around this date from a location to be identified nearer the time.</li> </ul>
Friday 18 – Sunday 27 Sept	<ul style="list-style-type: none"> <li>• Royston Arts Festival 2020</li> </ul>
By Sunday 4 <sup>th</sup> October	<ul style="list-style-type: none"> <li>• Return any borrowed publicity material and completed audience Feedback Forms to a location to be identified nearer the time.</li> <li>• Complete Participants' Survey online</li> </ul>
Mid-December 2020	<ul style="list-style-type: none"> <li>• Email any agenda items for AGM to <a href="mailto:secretary@creativeroyston.org">secretary@creativeroyston.org</a></li> </ul>
First week in January 2021 (note change from February)	<ul style="list-style-type: none"> <li>• Creative Royston AGM + Annual Report published.</li> </ul>

We would encourage you to do a risk assessment for your event before the festival and we may ask to see this. If you wish to use our template for this it can be found at:- [http://www.createroyston.org/?page\\_id=24](http://www.createroyston.org/?page_id=24) along with many other items of information and key documents relating to the festival.

Creative Royston is committed to equality of opportunity and to maximising independence and choice for disabled individuals in accessing and attending local areas, events, and venues we all want to visit, as in providing full access to venues wherever possible. When planning your event, please consider accessibility for all, and we would ask that you also provide us with an access guide (which we can also include on our website with your event) that outlines the disabled and access features at the particular venue you are using e.g. for entry and toilet facilities.

We try to distribute publicity material at various times throughout the year e.g. Kite Festival (August) and other local events, to raise the profile of the festival. We will advise you of our plans in our newsletter and posts will appear on our website (sign up to receive notifications – see home page, bottom right) announcing any developments.

Whilst every effort has been made to ensure the date details above are correct, dates and deadlines are subject to change when unavoidable circumstances arrive. We will notify Event Organisers of any such changes.

Our contact details:

Creative Royston, c/o Royston Town Hall, Melbourn Street, Royston, SG8 7DA

email: [community@creativeroyston.org](mailto:community@creativeroyston.org)