



York Environment Festival 2025 - Event Guidelines

Please complete all sections of the event registration form, including date, start and end times, details of event venues, event accessibility, booking details, and information about the organiser(s).

As you complete the form, please bear in mind the following guidelines:

1) We welcome proposals for a range of events, such as:

- a one-off event
- an event repeated on one or more days
- an ongoing multi-day event, such as an exhibition or competition
- in-person or online events, or a combination of both

2) Events must be 'not-for-profit'. Organisers should fall into one of these categories:

- voluntary or community organisation
- registered charity
- constituted group, society or club
- not-for-profit company or community interest company
- social enterprise
- educational establishment
- statutory body/ public sector (including city and parish councils)
- Individuals, profit-making body, small business, landowner or other **(please see point 3 below)**
- political parties holding events that focus on an issue but with no party political content **(please see point 4 below)**
- faith groups **(please see point 5 below)**



- 3) Individuals, profit-making bodies, small businesses or landowners who are holding events should ensure that their events are focused on promoting environment activity in the community and that all information, expertise or experience is offered for free. The events should not seek to promote the organiser's products or services in any way.
- 4) Political parties must hold events that focus on environment issues but with no party political content.
- 5) Faith groups must hold events that focus on environment issues but are not working for the advancement of religion.

Equality and access

- 6) All events that are part of YEFest must be open to all. We are especially keen that you consider how you can reach out to the widest possible audience.
- 7) It is also essential that you make every effort to make your event accessible for disabled people. For support and guidance on this, please contact the YEFest organising team at:
info@yorkenvironmentfestival.org.uk.
- 8) Everyone organising and participating must treat everyone at the event with respect.
- 9) **All events must be free to participants.** You may ask participants for a one-off donation to your organisation, providing a reason for why donations help your work and what you will use them for.



10) All event organisers agree to:

- Make it clear that their event is part of York Environment Festival by including the YEFest logo and a link to our website in publicity.
- Contribute to the distribution of posters and brochures and leaflets wherever possible.
- Contribute to our Event Organiser evaluation.

11) Next steps

Once you have applied we will contact you to let you know if your event will be included in the YEFest 25 programme, or to ask any questions about your submission.

If accepted, we will let you know our approach to publicity, monitoring and evaluation.