



york environment festival

Do you want to create something as part of York Environment Festival?

If you have an idea that will inspire, uplift and engage more people in York to build a more sustainable city, we want to hear it!

Here are some questions to help get you started. If you can answer all these questions, turn the page for the next steps on submitting your event...

1

What is the problem that I want to solve?

What is the change that I want to make in York - how will it help to shape a greener future for our city?

2

Who do I want to come to the event?

Is this an event for students, for teachers, for young children? Is it for business owners, or for local community groups?

3

How many people can take part?

Will it be a small group, or a bigger event?

4

What type of event will it be?

Will it be a workshop, a presentation, a craft activity? A walk outside, a treasure hunt, or something completely different?

5

When will it happen?

Is a Saturday morning the best time, or during the week? Who might come, and when will they be available to join in?

5

How will I let people know that it's happening?

Will I create an event on Facebook, or an Instagram account? Will I design posters, or reach out to local newspapers like Local Link?

Here are the steps to submitting your event:

- 1. Read the guidelines:** To give you an idea of what kind of events we're looking for, check out a copy of our event guidelines. All events must have a minimum of one adult (aged over 18) organiser who has overall management of the event.
- 2. Fill in the application form:** When you have the details ready, fill in this application form to let us know what your event is about.
- 3. Promote your event!:** When you've had the go-ahead that your event is approved, it's time to start spreading the word! If you promote your event on social media, don't forget to tag us so we can support you.



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