



APPLICATION FOR SITE PARTICIPATION

Guidelines for Doors Open

Due to the overwhelming success of **Doors Open Richmond 2009**, this year, we may receive more applications for participation than we can accommodate. If so, a maximum of 50 venues will be selected by jury for participation, according to our goal to create new partnerships and maintain a balance between arts, culture, heritage and parks. As well, to help offset promotional costs, reduce dependency on grant funding, and enhance the program's sustainability, the Richmond Museum Society has introduced a nominal administration fee to participating partners. **The fee is \$20.00 per individual, or \$50.00 per group and is to be included with this application. All groups or individuals not selected will have the administration fee returned.**

If necessary, a jury will select a maximum of 50 venues for participation based upon the following criteria:

- Buildings and sites of architectural, historic, or social/cultural note, not usually open to the public.
- Buildings and sites usually open to the public (i.e. places of worship, museums etc.) who provide special access and/or tours, demonstrations, guided walks, or other enhanced programming.
- Buildings and sites with significant original interior features and/or successful adaptive features (i.e. buildings that have gone green or used historic features and designs in a unique way).
- Buildings and sites within destination clusters (several sites in one area) and throughout Richmond.
- Buildings and sites representing the cultural diversity of Richmond.
- Buildings and sites celebrating a significant anniversary.
- Buildings and sites that enhance visitor knowledge of the city.
- Buildings and sites with adequate public liability and property insurance
- Buildings and sites best able to provide for their own staffing or volunteer needs during event.
- Buildings and sites with free admission.

Benefits of Participating in Doors Open Richmond 2010

- Nominal fee to participate.
- Showcase your community to local residents, visitors and tourists.
- Brochures and posters printed by local organizing committee and distributed throughout the region.
- Free listing on www.richmond.ca/doorsopen and www.doorsopencanada.
- Extensive media coverage, radio and print advertising facilitated by local organizing committee.

Name of Organization:	
Site Name:	Map Number (to be assigned):
Contact Person:	
Contact Phone:	Fax: Email:
Address:	
<p>DEADLINE: February 1, 2010. You will be notified of your acceptance as a participant by March 5, 2010. To apply for participation in Door Open Richmond 2010, please mail a completed copy of this application, signed by an authorized representative of your organization, along with a cheque (Administration fee: \$20/individual, or \$50/group) payable to <i>Richmond Museum Society</i>. Mail to: Doors Open Richmond 2010, Richmond Museum & Heritage Services, 7700 Minoru Gate, Richmond, BC V6Y 1R9</p>	
Authorizing Name: _____	Title: _____
Authorizing Signature: _____	Phone: _____

DOORS OPEN RICHMOND 2010 – APPLICATION FOR SITE PARTICIPATION

OFFICIAL SITE INFORMATION	
Official Name of museum, site, or park (for publication)	
Site Entrance Address (for publication)	
Postal Code (for Map):	Site Information Phone:
Site Schedule for Doors Open Richmond 2010: NOTE: STANDARD HOURS FOR DOORS OPEN EVENTS ARE 10 AM TO 4 PM BOTH DAYS.	Saturday: Sunday:
<p>Site Description (under 60 words) INFORMATION YOU PROVIDE HERE WILL BE PUBLISHED IN THE GUIDE Describe any relevant building/facility/site history. Attach a photo (jpeg only) if available, or send separately to doorsopen@richmond.ca. NOTE: This description will be revised, if necessary, for publication in the Doors Open Richmond Guide.</p>	
<p>Program Description (under 60 words) INFORMATION YOU PROVIDE HERE WILL BE PUBLISHED IN THE GUIDE Describe any Doors Open activities, demonstrations, tours, special access or events. Attach a photo (jpeg only) if available, or send separately to doorsopen@richmond.ca. NOTE: This description will be revised, if necessary, for publication in the Doors Open Richmond Guide.</p>	
Program Schedule:	
Minimum Group Size (per program):	Maximum
	Age Range:
Site will provide own Information Brochure:	Is this site normally open to the public:
MAP LEGEND INFORMATION (circle, if yes)	
Special Needs Accessible	Public Washrooms
On-Site Parking	Tour Bus Parking
Refreshments & Snacks Available	Kid Friendly
Special Alerts:	