

Trails & Sails Event Registration

Dear Host:

Thank you for participating in Trails & Sails!

Please fill out the following form to register your event for Trails & Sails. If you are hosting more than one unique event, please complete a form for each unique event you are hosting.

We will be doing a printed guidebook! The DEADLINE to be INCLUDED in the GUIDEBOOK will be JULY 16. This is much later than past years as I want to give you ample time to pull details together and be included in the book. I realize that we still have a ways to go before the pandemic is truly behind us so nailing down a September event in July can be a little nerve-racking. But I hope that you will be able to work within this time frame - the guidebook is still one of the best ways to get people to participate in your event!

All forms will be reviewed by Anya before being uploaded to the new website. Any questions should be directed to Anya by email (anyaw@essexheritage.org) only.

Thank you!

** Required*

Contact information

YOUR FIRST NAME AND LAST NAME *

PHONE NUMBER

MAIN PERSON TO CONTACT EMAIL ADDRESS *

ANY ADDITIONAL EMAIL ADDRESSES TO INCLUDE?

Describing Your Event

Help your guests get excited about your event by providing an event description & answering a couple questions below.

WHAT TYPE OF EVENT IS THIS?*(PICK ONE)

1. Do It Yourself (self-guided tour, QR code tour, arts & crafts pick-up activity)
2. Virtual (live online presentation, lecture, demo, etc.)
3. In-Person (anything where people will be coming together, whether that is for a timed activity or on a rolling "open house" basis)

WHAT IS THE TITLE OF YOUR EVENT?*

WHAT ORGANIZATION, GROUP, OR ENTITY IS HOSTING THE EVENT?*

If you are working in collaboration with another group on this event, please list all parties involved.

HOST WEBSITE

PLEASE DESCRIBE (IN 550 CHARACTERS OR LESS) WHAT ATTENDEES WILL EXPERIENCE DURING YOUR EVENT?*

PLEASE CHECK A MAXIMUM OF 5 CATEGORIES THAT APPLY TO YOUR EVENT*:

Categories are meant to help attendees better craft their Trails & Sails experience. Although a wide range of categories are presented, there may be some gaps. Please select the categories below that fit your event best. If you believe that none of these categories apply to your event, please contact Anya via email at anyaw@essexheritage.org.

- Agriculture
- Architecture
- Arts & Culture
- Bike-related
- Birds
- Boat-related
- Cemetery
- Civic
- Dance
- Early Settlement
- Festival/Fair
- Hike
- Historic House
- History
- Horticulture
- Industrial
- Infrastructure
- Lecture/Talk
- Library
- Maritime
- Museum
- Nature / Science
- Performance
- Sacred Site
- Small Business
- Walking Tour

Attending Your Event

A few things that attendees should know about your event

DOES YOUR EVENT REQUIRE RESERVATIONS?*

Please note: Essex Heritage will NOT manage reservations for any event(s). If your event requires reservations, you need to manage your reservations -- you MUST include reservation information so participants will know how to reserve their spot.

(Y/N)

IF YOU ANSWERED YES PLEASE PROVIDE A LINK, PHONE NUMBER, OR EMAIL ADDRESS WHERE RESERVATIONS CAN BE MADE.

ANY SPECIAL INSTRUCTIONS FOR PARTICIPANTS?

For example: Let participants know what they need to bring, how many miles covered, what they need to wear, etc.

IS YOUR EVENT WEATHER DEPENDENT? *

(Y/N)

IF YOU ANSWERED YES PLEASE PROVIDE A BRIEF EXPLANATION OF HOW YOU WILL DETERMINE IF YOU ARE HOLDING YOUR EVENT OR NOT DUE TO WEATHER.

PLEASE PROVIDE A PHONE NUMBER AND/OR EMAIL ADDRESS THAT A PARTICIPANT COULD USE SHOULD THEY HAVE A QUESTION: *

Date & Time of this Event

PLEASE SELECT THE DAY OR DAYS THAT YOU WILL HOLD THIS EVENT ON? *

- Friday September 17
- Saturday September 18
- Sunday September 19
- Monday September 20
- Tuesday September 21
- Wednesday September 22
- Thursday September 23
- Friday September 24
- Saturday September 25
- Sunday September 26

PLEASE LIST THE START TIME(S) & END TIME(S), MAKING NOTE IF THEY ARE DIFFERENT FOR DIFFERENT DAYS (IF YOU ARE HOLDING THIS EVENT OVER MULTIPLE DAYS) *

For example: "10am-3pm 9/18 and 11am-2pm 9/19"

IS THIS EVENT AN OPEN DOORS EVENT? *

An Open Doors event means that guests can arrive at any time within the scheduled time.
(Y/N)

(OPTIONAL) SCHEDULING NOTES

i.e. "Tours will start on the hour." or "Lecture at 1pm."

Location of this Event

Please fill out the following information about the location of your event. If your event is virtual, please still chose what town you are representing.

WHAT TOWN IS YOUR EVENT IN OR SHOWCASING? *

- Amesbury
- Andover
- Beverly
- Boxford
- Danvers
- Essex
- Georgetown
- Gloucester
- Groveland
- Hamilton
- Haverhill
- Ipswich
- Lawrence
- Lynn
- Lynnfield
- Marblehead
- Manchester
- Methuen
- Merrimac
- Middleton
- Nahant
- Newbury
- Newburyport
- North Andover
- Peabody
- Rowley
- Rockport
- Salem
- Salisbury
- Saugus
- Swampscott
- Topsfield
- Wenham
- West Newbury

WHAT IS THE STREET ADDRESS THAT PEOPLE SHOULD BE DIRECTED TO FOR YOUR EVENT? *

If your event is virtual, please write "event virtual - link to come"

PLEASE CHECK ALL ACCESSIBILITY OPTIONS THAT APPLY TO YOUR EVENT:

- Accessible / Wheelchair or stroller accommodating
- Dog friendly
- Fun for kids

- Hearing impairment accommodations available
- Parking available
- Restrooms available
- Visual impairment accommodations available

Final Details To Mention

Some last few notes from the Essex Heritage team

For DIY and Virtual Events

More information might be asked of you. If you believe there is more information you need to provide to communicate your event, please email Anya - anyaw@essexheritage.org

Promotional Photo for Your Event

At this time we do not need you to submit a promotional photo. However, once we respond to your event submission via email, we will ask for a promotional photo so start thinking & searching for what you want to use. Photos must be high resolution and horizontal (a.k.a landscape orientation).