



Holding a CredFest Event - Essential Information

Submitting an Event

- To qualify as part of the festival your event needs to be held in June 2019
- You will need to fill in a **CredFest Publicity Form** downloadable from www.credfest.co.uk and returned by March 1st 2019 (details on form).
- There is an **entry fee of £50**, which can be reduced or waived for groups/individuals without sufficient funds. Please contact Festival Administrator, Rosemary Stephenson, to discuss 01363 84094 07530 216969 rosemarystephenson@gmail.com

What does your entry £50 cover?

- Inclusion in the CredFest brochure of which 5000 will be printed and distributed.
- Ongoing publicity via CredFest website and social media.
- Publicity via regular CredFest awareness raising press releases.
- Ticket selling via the CredFest online booking portal and ticket sales outlets within the town.
NB: 5% of revenue from ticket sales will be taken to support admin costs of the ticket outlets so please account for this in your budget.
- Invitation to attend progress meetings in the lead up to the festival which will address issues such as event management, calendar clashes, contingency planning.
- Help and advice on health and safety, risk assessment, insurance and setting up of your event.

What your entry fee DOES NOT cover

- Any other marketing for your event, including posters, fliers, mail outs, specific press releases.
- Public Liability Insurance.
- Stewarding for your event.
- Catering and refreshments at your event.

Please pay fee by BACS: Crediton Town Team
Account no: 65744495
Sort code: 08-92-99

Or send a cheque (payable to 'Crediton Town Team') to: Martin Ashley, Town Team Treasurer, The Cider Barn, Stockleigh English, Crediton, EX17 4DE

For more specific information about the H&S and management of your event you can download the Event Management Plan, the Manual for Running Events and CredFest Risk Assessment template from the CredFest website. www.credfest.co.uk