

GM Walking Festival

Guide to submitting a Festival walk

Submit your planned walk(s) via the form on the Festival website page by **Friday 22nd March 2024**

The notes below correspond with the numbered sections on [the submission form](#).

Please complete all required fields marked * on the form.

- 1) **Group, individual, or organisation name**
- 2) **Organisation type** – if an individual please select ‘other’
- 3) **Borough where your regular activities take place** – please select primary borough or choose ‘multiple areas’ if across multiple boroughs
- 4) **Full name of walk host/organiser** – add the name of the person GM Walking Festival organisers can contact if needed
- 5) **Email of walk host/organiser** – so GM Walking or participants can contact you
- 6) **Phone number of walk host/organiser** – optional if phone is preferred
- 7) **Name of walk** – try to think of a fun name that appeals to the group
- 8) **Date of your Festival walk** - please select the date of your walk in May. If you have more than one walk planned, you will need to complete a different submission form for each
- 9) **Start time** – add the start time of your walk
- 10) **Brief description of walk** – provide a few sentences about your walk i.e. who it is for, the focus of the walk, connecting, exploring the community, develop our senses etc
- 11) **Select which borough your walk is based in** – this will enable people to filter walks by borough too
- 12) **Meeting point** – add your meeting information here including postcode
- 13) **End address** – if different to the meeting point add the end address here including postcode. If it’s a circular walk, repeat the starting postcode
- 14) **Distance** – select the approx. distance of your walk
- 15) **Walk difficulty** – select the approx. walk difficulty. If it varies please select ‘multistage’
- 16) **Facilities** – select any facilities that will be available on the walk e.g toilets/café
- 17) **Transport** – if people can use public transport to get to your walk select all that apply
- 18) **Public or private** – Tick **Yes** if you want it to be publicly visible on the website page, and **NO** if you want your walk to be private
- 19) **Useful link for additional details** – optional question e.g. include a link to your organisation website page for further information
- 20) **Booking link if required** – optional question e.g. if you’re using a booking system please add the link here e.g. Eventbrite

21) Are you new to the Festival? – Tick **Yes** or **No** depending on whether you've been involved in the Festival before

22) How did you hear about the Festival? – Use the drop down box and select how you heard about the Festival.

Final step - Click **Submit** at the bottom of the page.

Thank you for submitting a Festival walk! We'll be in touch to acknowledge the submission and will send you useful resources to support the promotion of your walk.

If you'd like to submit multiple walks, please complete a separate form for each and submit before Friday 22nd March 2024.

For any questions please contact info@gmmoving.co.uk