



## York International Women's Week 2019 Guidelines For Entries



**Please complete all sections of the form**, including start and end times, postal address for venue including postcode, accessibility details, details of any beneficiaries for monies raised, and contact details for the organiser/s as you want them to appear in the programme.

**Submissions are welcomed for a range of women's events** but please include why your event will contribute to 'raising all women's voices' and reflect this in the Description of the Event that will appear in the programme. We are especially keen that you consider how to attract marginalised women who might not otherwise attend. The description is limited

to an absolute maximum of 450 characters (about 70 words), including spaces, in order to fit the brochure template; we reserve the right to reduce entries where necessary but will check final wording with you prior to printing.

**If you are raising money for a charity** please make sure you include key details of the charity/women's organisation, its full name and website.

**If your event is 'women only'** please make this clear; for YIWW events, 'women only' means being open to all women who self-identify as women.

**Events must be 'not-for-profit'**. Many events in 2018 were free to participants. Events for which there is a charge, including events run by businesses, can be accepted if they donate the event's profits to a women's organisation/charity and the beneficiary is stated clearly in the entry. Profits for this purpose are defined as anything left over from the costs of room hire, refreshments and so on. YIWW 2019 is put together by volunteers and while we fully support women running their own businesses, the events put on as part of YIWW 2019 should be non-profit making (see drop down list below). If you're still unsure whether what you are planning is eligible, feel free to contact us to discuss.

'Drop down' list re: 'Please provide more information about who is organising the event':

- Voluntary or community organisation
- Registered charity
- Constituted group or club
- Not-for-profit company or community interest company
- Social enterprise
- School
- Statutory body (including town, parish and community council)
- Companies aimed at generating profits primarily for private distribution
- Sole traders
- Individuals

*Please remember that* if the organisers fall into one of the last 3 categories, they must pledge to donate any takings minus direct expenses (for example room hire) to a women's organisation such as a local charity.

**We do not accept entries for events that include asking participants to 'sign up' to any ongoing financial commitment.**