



## SUBMISSION GUIDANCE

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Please read these guidelines carefully before submitting your event.

We are looking for unique, accessible and creative events this year that respond to the following:

1. Explore unusual, hidden or untold story connected to the River Thames
2. Have audience engagement and participation at their heart
3. Raise awareness of plastic pollution in the River Thames

We particularly welcome project and event submissions from artists, creatives or curators who are:

- Emerging or early-career under 30
- Black, Asian and Minority Ethnic (BAME)
- Disabled
- LGBTQ

All events should:

- Take place in London between 1-30 September (inclusive)
- Be open to the public
- Be engaging and accessible as possible to a wide range of people
- Ideally have a venue secured or in discussion, it will be your responsibility to lead on this relationship though we can provide some advice

Applicants will be responsible for the realisation and funding of proposed events and projects covering production, obtaining all relevant documents to run their event including permissions, TENS, insurance, etc.

Applicants must be responsible, open and proactive in their approach to the partnership with us.

We aim to be accessible to all and advise that you consider this if your event is not free. We are happy to advise on pricing structure.

Selected participants will contribute to the promotion of their event and Totally Thames overall where possible (e.g. on social media, newsletters etc.) Totally Thames 2018 leaflets and posters will be distributed for on-site use for all selected events and projects.

We ask partner to for two tickets for the event so we can invite staff, stakeholders and potential future partners.

Selected participants will be expected to participate and complete event/project evaluation.

## HOW WE SUPPORT YOU

Selected submissions will be part of high-profile season of events in London supported by Arts Council England, Mayor of London, Port of London Authority and other partners. We will promote and support you for free with the following:

- Website listing
- Digital communications via our e-newsletter, social media channels
- PR opportunities
- Marketing & Press pack will be offered with announcement materials, template press release, and useful marketing tips
- Feedback cards to hand out at your events and/or online survey
- Support & guidance meetings

## WHAT HAPPENS NEXT

The panel will look at submissions and assess whether submissions meet the programming criteria and add to the programme in terms of event diversity.

All applicants will be notified by **Friday 13 April**.

Successful submissions will receive support and advice from the team and be part of the Totally Thames 2018 programme.