

York Environment Week 2023 - Event Guidelines

Please [click here to complete all section of the event registration form](#), including date, start and end times, details of event venues, how to register for virtual events including eventbrite link, and information about the organiser(s). As you complete the form, please bear in mind the following guidelines.

We welcome proposals for a range of events, such as:

- a one-off event
- an event repeated on one or more days
- an ongoing multi-day event, such as an exhibition or competition
- in person or online events, or a combination of both

Events must be 'not-for-profit'. Organisers should fall into one of these categories:

- voluntary or community organisation
- registered charity
- constituted group, society or club, including faith groups
- not-for-profit company or community interest company
- social enterprise
- educational establishment
- statutory body (including city and parish councils)
- political parties holding events that focus on an issue but with no party political content
- Other (please [state on the form](#))

Profit-making bodies or individuals, holding events that are issue-based with free sharing of information, expertise or experience, should not seek to promote the organiser's products or services.

Equality and access

All events that are part of YEW23 must be open to all. We are especially keen that you consider how you can reach out to the widest possible audience.

It is also essential that you make every effort to make your event accessible for disabled people. For support and guidance on this, please contact the YEW organising team at info@yorkenvironmentweek.org.uk.

Everyone organising and participating must treat everyone at the event with respect.

All events must be free to participants. You may ask participants for a one-off donation to your organisation, providing a reason for why donations help your work and what you will use them for.

For more information, please contact: info@yorkenvironmentweek.org.uk



All event organisers agree to make it clear that their event is part of York Environment Week 2023 by including the YEW23 logo and a link to our website in your publicity, and to contribute to our evaluation.