

What's On

Please use this questionnaire to register the details of your event for free listing on the Visit Swale website www.visit-swale.co.uk and the Swale destination pages of Visit Kent www.visitkent.co.uk .

Only one event per submission please.

Business Contact Details

The details provided in this section are used solely for inclusion in our contact database and for contacting you, should we need to, regarding the information you provide in this survey. This information will not be published on our website.

1.	Contact Name:	
2.	Business Name:	
3.	Address:	
4.	Town:	
5.	Postcode:	
6.	Telephone:	
7.	Email Address:	
8.	Website Address:	

Event Information

The following information will be published on the Visit Swale website.

9.	Event Name:	
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10.	Event Venue:

11.	Address:

12.	Town:

13.	Postcode:

14.	Public Phone Number:

15.	Public Email:

16.	Public Website:

Event Classification

The details provided in the following sections are used to categorise your event within our site and to also apply 'data tags' around which your event can be filtered within searches. Please only select the options which represent a 'core' function of your event.

17.	Within which of the following area would you locate your event? When browsing the events on our website, this is the district under which your event will be listed:			
	<input type="checkbox"/>	Faversham	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Isle of Sheppey	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Sittingbourne	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Villages – Rural Swale	<input type="checkbox"/>	<input type="checkbox"/>

18.	Please indicate the location of your event:					
	<input type="checkbox"/>	Rural	<input type="checkbox"/>	Coastal	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	Urban / Town	<input type="checkbox"/>	City	<input type="checkbox"/>	<input type="checkbox"/>

19.	Please indicate the type of event (tick all that apply):							
	<input type="checkbox"/>	Art	<input type="checkbox"/>	Museum / Exhibition	<input type="checkbox"/>	Seasonal (see below)	<input type="checkbox"/>	Special Interest
	<input type="checkbox"/>	Craft	<input type="checkbox"/>	Live Music	<input type="checkbox"/>	Sport	<input type="checkbox"/>	Outdoor / Nature
	<input type="checkbox"/>	Comedy	<input type="checkbox"/>	Poetry / Spoken Word	<input type="checkbox"/>	Guided Walk / Tour	<input type="checkbox"/>	Coastal
	<input type="checkbox"/>	Dance	<input type="checkbox"/>	Talk / Lecture	<input type="checkbox"/>	Shopping	<input type="checkbox"/>	Fair / Fete
	<input type="checkbox"/>	Festivals	<input type="checkbox"/>	Theatre / Performance	<input type="checkbox"/>	Garden	<input type="checkbox"/>	
	<input type="checkbox"/>	Film / Animation	<input type="checkbox"/>	Food and Drink	<input type="checkbox"/>	Heritage	<input type="checkbox"/>	

20.	If you ticked "seasonal event" please indicate the type of seasonal event:							
	<input type="checkbox"/>	Christmas	<input type="checkbox"/>	Valentine's Day	<input type="checkbox"/>	School Holidays	<input type="checkbox"/>	Commemoration
	<input type="checkbox"/>	Easter	<input type="checkbox"/>	Mother's Day	<input type="checkbox"/>	Halloween	<input type="checkbox"/>	Other
	<input type="checkbox"/>	New Year	<input type="checkbox"/>	Father's Day	<input type="checkbox"/>	Fireworks	<input type="checkbox"/>	

21.	Please answer the following:			
		Yes		No
	Is the event suitable for children / families?			
	Is the event for adults only?			
	Is there an opportunity for people to take part in this event as participants?			

22.	Prices:	
	<i>Please tick here if free entry</i>	
	If it is not free entry, please detail prices here:	

Event Details

23.	Event start date (please enter in the format dd/mm/yy):

24.	Event end date (please enter in format dd/mm/yy):

25.	Event start time (please enter in 24 hour format hh:mm):

26.	Event end time (please enter in 24 hour format hh:mm):

27.	Nearest train station:

28.	Please tick the following that apply to your event:					
	<input type="checkbox"/>	<i>Accessible by public transport</i>	<input type="checkbox"/>	<i>Free car parking on site</i>	<input type="checkbox"/>	<i>On street parking</i>

29.	Please indicate which of the following facilities are available at the event:			
	<input type="checkbox"/>	<i>Pets welcome</i>	<input type="checkbox"/>	<i>Accessible parking</i>
	<input type="checkbox"/>	<i>Guided tours</i>	<input type="checkbox"/>	<i>Facilities for hearing impaired</i>
	<input type="checkbox"/>	<i>Audio tours</i>	<input type="checkbox"/>	<i>Facilities for visually impaired</i>
	<input type="checkbox"/>	<i>Groups welcome</i>	<input type="checkbox"/>	<i>Guide dogs welcome</i>
	<input type="checkbox"/>	<i>Coaches welcome</i>	<input type="checkbox"/>	<i>Baby changing facilities</i>
	<input type="checkbox"/>	<i>Accessible toilets</i>	<input type="checkbox"/>	<i>Restaurant / cafe / tea shop / catering facilities</i>

Event Description

30.	Please provide a short overview of your event (up to 250 words) to display on your web page:

Please email a landscape image you would like for your event to tourismsupport@swale.gov.uk stating clearly in the subject line of the email "Visit Swale What's On Image for {insert name of event}".

Terms and Conditions

This form is your way of telling Tourist Boards, Local Councils and Visit Britain about your tourism product or service and of being part of their promotional activities for the coming year. The information you provide may be published by the tourism promoters or may be used by Tourist Information Centres for helping with enquiries. Occasionally, the tourism promoters may wish to share the information with other organisations so that it can be included in tourism-related publications. By submitting your information you agree to the sharing of your information in this manner.

There is no guarantee that your information will be published or used. If it is, the tourism promoters will make every reasonable effort to ensure accuracy. However, they regret that they cannot accept liability of any kind arising from the use or publication of the information, either by themselves or third parties, including where this is as a result of any error or omission on the part of the tourism promoters.

By submitting this data you declare that you have read the information supplied and warrant that the information provided is true and accurate and if published will not constitute an offence under the Consumer Protection Act From Unfair Trading Regulations 2008.

31.	I confirm that in return for my listing, I will provide a link to www.visit-swale.co.uk on my own site
	<i>Please tick here</i>

It is your responsibility to inform Visit Swale of any changes to your event so that we can ensure your product is accurately and correctly communicated to the customer.

Please return the form by email to: tourismsupport@swale.gov.uk
Call 01795 417399 for guidance.

Postal enquiries to be sent to: Tourism Support, Swale House, East Street, Sittingbourne, Kent. ME10 3HT