



Dear Annabelle

Tips for events and support from the team!

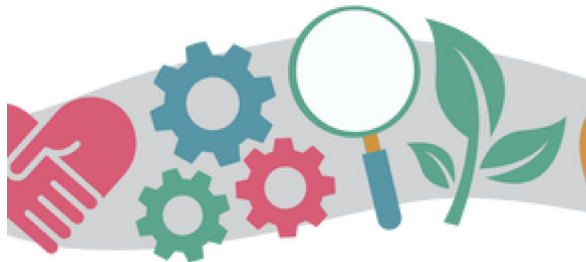
We were thrilled to announce a few months ago that the Festival of Archaeology 2025 will take place from July 19th to August 3rd, and this year's theme is **“Archaeology and Wellbeing.”**

For people who are joining the Festival of Archaeology community for the first time alongside our seasoned organisers, we will be sending out regular newsletters with updates and resources available to help you with your event, information about our online support sessions and answers to frequently asked questions.

The first two online support sessions are on the 1st May, 1-2pm and 6-7pm, you can pop online for a couple of minutes or spend longer asking for advice, we would also

welcome any feedback about challenges you are having with your event or the support materials. You can book a place upto a few minutes before the start of each session.

Festival of Archaeology Organiser Support Sessions

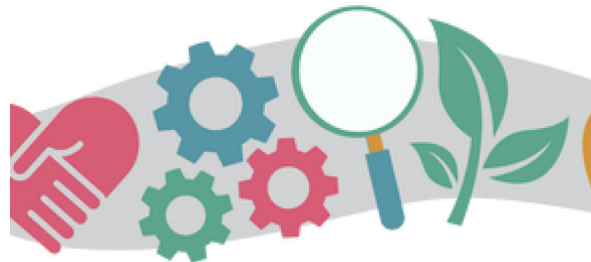


1 May 2025

Festival of Archaeology Organiser Support Session 1

Festival organiser clinic for drop in to ask questions or stay for the whole session and network

Festival, Zoom



1 May 2025

Festival of Archaeology Organiser Support Session 2

Festival organiser clinic for drop in to ask questions or stay for the whole session and network

Festival, Zoom

We have slight changes to our website upload this year with a log in required to get access to our amazing **FREE** guides and resources. We also have a **clone** facility, which will save lots of time inputing the information if you have held an event in the past, you can just update the dates and any images or changes. All of the instructions on how to upload, edit and clone are in our step by step [How to submit your event](#) instructions.

By submitting your event you get to access a wide variety of support and resources to help you:

1. Utilise Our Branding: By submitting your event to our listing page, you will have the opportunity to use the official Festival of Archaeology branding. This can

help enhance the visibility and credibility of your event, attracting a wider audience.

2. Access to Support from the Festival Team: Our festival team is here to support you. We provide a range of resources to ensure your event's success.
3. Customers and participants trust that you have the insurance and safeguarding in place for them to be safe at your event.
4. Be Part of Our Evaluation: Inclusion in our festival allows your event to be part of our evaluation process. This not only helps us capture valuable data, enabling us to continue improving and bringing the festival to life each year you can also have information from us which you can use to help support your own activities and grant apps.
5. Increased Visibility: Your event will be featured on our widely visited festival website, reaching potential attendees who are specifically looking for festival activities.
6. Social Media and Marketing Support: By being part of our festival, you could take advantage of our social media and marketing capabilities. We may be able to help promote your event across our social media channels and through our marketing campaigns, further increasing your event's reach and impact.

To submit your event, visit our [event listing page](#) and fill out the necessary details. If you have any questions or need assistance with the submission process, feel free to reach out. We would be thrilled to have your event included in our festival program and registered on our listing. Unfortunately, the use of our logo and branding without registering on our website gives a false association with us and uses our reputation to acquire participants and customers.

Forum

"Where is my draft event that I created on my account?"

We have had a few people who have not been able to find the draft that they started, instead they have been creating multiple version, especially if they have to go back

with further information at a later date. We have created a comprehensive [step by step guide](#), firstly log in, go to member home page and click on my Festival events, this then brings up all the past and present events plus any draft, you can then go and edit them. If you would like any drafts deleting from your account then email festival@archaeologyuk.org and let us know.

Homepage → Member homepage

Welcome back, Festival Organiser

Full name:
Dr Festival Organiser

Email address:
festival@archaeologyuk.org

[UPDATE DETAILS →](#)

In this section

- Edit profile
- Donate to the CBA
- My subscriptions and memberships
- Order history
- Change Memberships and Subscriptions
- My Festival events**
- Festival events for review
- My Festival resources
- Festival resources for review
- FAQ
- Change your password
- My payment methods

If you would like to talk to us about how you can incorporate wellbeing into your event or require any support, then we would be happy to have a chat. Contact our Festival Coordinator, Debbie Frearson at festival@archaeologyuk.org.

The Festival Team



Council for British Archaeology

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