



Dear Festival Organisers

**Read on to find out about the information we have available for existing and potential organisers, and discover the latest updates to the event organiser area on our website.**

## Organiser Information

Access to the organiser materials now requires **an individual to log in** to have access and permission to use the Festival of Archaeology branding materials and utilise the amazing **FREE** guidance and training we provide to help you with your events.

**If you are delivering a lot of individual events please can you submit an event listing for each individual event rather than grouping them together when you upload them to our website. This makes it easier for the public to see your event when searching for activities on a specific date, assists with our messaging and evaluation, and ultimately helps fund the Festival of Archaeology for the future.**

We have also improved our event registration journey by adding a "**clone your event**" facility. If you held any Festival events in previous years you can now copy the information over into this year, saving time.

As always we have a range of Event Organiser Materials to assist you in planning and developing your event:

- [Theme information](#)
- [Event Guides](#)
- [Involving Young People in the Festival Events](#)
- [Health and Safety](#)
- [Insurance](#)
- [Marketing and Photography](#)
- How to Submit your [event](#) or [resource](#) (which covers changes to the submission process)
- We also have FREE online self-led training for [Safeguarding Event Participants](#)  
- Please do not let this be a stumbling block to holding an event as we are here to help.

As in previous years we will be holding regular drop-in "advice clinics" in the lead up to the Festival. More information and dates will be shared in our April newsletter.

If you have any questions please email the Festival Coordinator Debbie Frearson on [festival@archaeologyuk.org](mailto:festival@archaeologyuk.org) and we look forward to seeing your events and resources uploaded onto the website.



Council for British Archaeology

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