



# ST ALBANS REMEMBERS

## Holding your Remembrance Event

St Albans Remembers is the holding space for publicity about any publicly-accessible events held to commemorate Remembrance Sunday 2018 and the WW1 Centenary in 2018. The all new EnjoyStAlbans website is under construction. Until it's open for business, you can [submit your event online here](#). You can also include the url [enjoystalbans.com/stalbansremembers](http://enjoystalbans.com/stalbansremembers) and the logo (attached) to your event publicity should you wish to. You are of course welcome to submit more than one event per organisation/individual.

To help you plan your event, think about the following elements and submit your event by 5 October to guarantee it being up on the website for 19 October.

### Helpful information on holding successful events in St Albans:

- Decide whether your event will be free or whether you will charge for tickets
- We can add information to your listing of where to buy tickets but unfortunately are not able to administrate or sell tickets to your event on your behalf.
- Permissions and paperwork (see [www.stalbans.gov.uk/eventsplanning](http://www.stalbans.gov.uk/eventsplanning) for more information)
- Ensure you have public liability insurance and also that your venue has the right insurance, equipment and technical support if required
- Do you need to submit an Event Notification Form to the Safety Advisory Group?
- Do you need a TEN (temporary events notice) from St Albans Council?
- Ensure you have the correct licenses to perform, to sell alcohol or to serve food. If you're not sure about any of the above, please contact the Events Team on [events@stalbans.gov.uk](mailto:events@stalbans.gov.uk)
- Promote your event. We will include as many events as we can online but this should not be your only publicity. Think about the forums that you have access to (friends, families, performers, participants) and make sure that you ask them to help you share it far and wide, both online and in print.
- If you chose to supply us with a photograph, you give your consent for it to be used to publicise your event. Photographs will appear on the website alongside your event listing. Please also provide us with up to four lines of text so we can put this on the website with your event listing and photograph.