

## Greater Manchester Walking Festival 2019 - Guidance notes for Walking Groups

This guidance note has been written to provide additional information about submitting walks for the Greater Manchester Walking Festival. It will cover key things to consider when planning and submitting your walk(s).

If you have any further questions, please contact the GM Walking Team:

Email: [info@gmmoving.co.uk](mailto:info@gmmoving.co.uk)

Phone: 0161 223 1002

1. Please complete the spreadsheet template and submit your walks by **Friday 11<sup>th</sup> January**. If you can submit them earlier than this even better! Let us know if you need help filling in the spreadsheet. Due to time constraints for 2019 no further walks can be added after this date.
2. Walks offered must be free for participants and led by an experienced walk leader.
3. We will advertise and promote them in our brochure under your walking group name and so any contact information you provide will be made public.
4. We advise you to complete a risk assessment for each walk that you submit prior to them taking place. GM Moving are not responsible for the walks or for any accidents or injuries that might occur.
5. All walks must start within Greater Manchester and take place within the month of May 2019 but can take place on any day of the week or time of day.
6. You can submit as many walks as you like and we will try to include all your walks but can't guarantee that until we know the total number of submissions in January. We are also particularly keen to offer 'accessible' walks for people with mobility issues, impaired vision etc.
7. The title and short description of your walk is key in generating interest – please try and be specific e.g. 'Short walk around Heaton Park', rather than 'Health walk' and try and give a flavour of what the walk entails in your description.
8. You can offer the same walk on different days but we'd appreciate it if you can still fill in all the details under the different dates.
9. Please remember to complete the 'grade' (level of difficulty) and any additional information like parking and toilet facilities.
10. We strongly recommend that you ask people to book for each walk via either an email address or via the free event management website Eventbrite.  
<https://www.eventbrite.co.uk/how-it-works/>  
This will enable you to keep track of interest and also helps with measuring participation.
11. Festival walks can still be included in your normal schedule/calendar of walks which are available to your regular members. It is generally a positive thing for 'new walkers' to mix with and talk to regular walkers and members.

We will talk to you more about promotion and evaluation at a later date – that's all for now!