

Thank you for joining Doors Open 2025! This amazing community-based event couldn't take place without the generous participation of our partners. Doors Open Richmond 2025 will take place Saturday, June 7 and Sunday, June 8.

Please complete this registration by **March 1, 2025**, ensuring that all information is accurate to the best of your ability. It will take approximately 15 minutes. If you have any questions or require further information, contact:

Sarah Shovlain  
Phone: 604-247-8331  
Email: [doorsopen@richmond.ca](mailto:doorsopen@richmond.ca)

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## Site Contact Information

Doors Open staff use email as our primary form of communication with our partners. All site contacts **MUST** be able to have regular access to their provided email during planning for Doors Open and **MUST** be able to respond in a timely manner. Please provide the following:

1. **Site Name:** *(This is the name that will be used in all public promotions and on our website.)*

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2. **Site Address:** *(This will be used in all public promotions and on our website.)*

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3. **Phone number** for visitor inquiries: **Note:** Sites are responsible to be responsive to the public questions about their specific program offerings. *(This will be used in all public promotions and on our website.)*

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4. **Website:** Mark N/A if you do not have a website. *(This will be used in all public promotions and on our website.)*

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5. **Social Media Accounts** address/handles *(Facebook, Instagram, etc.):* Mark N/A if not applicable. *(This will be used in all public promotions and on our website.)*

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6. **Primary Contact Person** (First and Last Name): *(This information is for internal use.)*

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7. **Primary Contact Email:** *(This information is for internal use.)*

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8. **Primary Contact Phone Number:** *(This information is for internal use.)*

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9. **Alternate Contact** (*First and Last Name*): This person will be contacted if the primary contact person is unreachable. (*This information is for internal use.*)

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10. **Alternate Contact's Email:** (*This information is for internal use.*)

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11. **Alternate Contact's Phone Number:** (*This information is for internal use.*)

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12. Provide a brief **description of your organization or business** (*50 words or less*). We will use this information when preparing your Doors Open listing to the public.

An example is: *"Britannia Shipyards National Historic Site sits on the scenic waters of the Fraser River. The site is a rare glimpse of Steveston's past and ongoing fishing industries. Visitors can learn about a different historical aspect such as canneries, Japanese boat building, residence houses, and its boatyard."*

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13. Are there any additional languages spoken at your organization or business (other than English)? List each language and indicate if someone who is proficient in that language will be available during Doors Open to assist visitors.

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14. Would your site be open to partnering with another organization that would like to participate in Doors Open but does not have a physical location?

- Yes                       No                       Maybe, I would like more information

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## Program Details

All Doors Open Richmond partners are **expected to offer some type of exclusive program** for the Doors Open event weekend. Refer to the Doors Open Programming Document for ideas and suggestions on how to create a successful program. Contact us at [doorsopen@richmond.ca](mailto:doorsopen@richmond.ca) to discuss your ideas.

For those who wish to offer a pre-registered program, you will be required to share your registration links or phone number with us below.

**Remember your offer MUST tie into the theme of multiculturalism and/or civic awareness.**

## Tips For Writing Activity/Program Descriptions

- Always start with an action word (i.e. make, discover, experience).
- Use the formula: action word + facts + benefit = description.
- Do not use the word “will” (i.e. you will learn about, you will make).
- **Do not exceed 50 words.**

Below is an example from one of the sites that previously participated that follows the above guidelines for activity descriptions.

*Richmond Ismaili Jamatkhana:*

Tour the Ismaili Jamatkhana and explore a beautiful selection of Islamic art. View the various spaces and learn about the diverse and pluralistic nature of Islamic architecture including the prayer hall.

15. Program Description (50 words or less): Tell us what you will be offering during Doors Open Richmond at your site.

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16. Briefly explain how your program will follow the theme of multiculturalism or civic awareness.

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17. Which day(s) will your site participate in the Doors Open event? **Note:** All partner sites are required to be available to host visitors for a minimum one full event day (10:00am–4:00pm).

Contact us at [doorsopen@richmond.ca](mailto:doorsopen@richmond.ca) if you are unable to meet the time commitment.

- In-person on Saturday, June 7 (10:00am–4:00pm).
- In-person on Sunday, June 8, am (10:00am–4:00pm).
- In-person on both Saturday, June 7 and Sunday, June 8 (10:00am–4:00pm).

18. What kind of program do you plan to offer?

- Drop-in program:** anyone can visit your site.
- Pre-registered program:** only those who sign up in advance can visit your site.
- Both Drop-in and Pre-registered programs.

19. If you are offering a pre-registered experience, how will you register visitors?

- Our site has an existing registration system.
- We will use a free event registration system (such as EventBrite).
- We are unable to pre-register at our location and will require support.
- Not applicable. We plan to offer a drop-in experience.

20. If you are offering a **pre-registered program**, list the **dates, times and length** of all your programs. Mark N/A if you are not offering pre-registered programs.

**Example:** Saturday June 7 – Tours (45mins):10:00am, 11:00am, 2:00pm

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21. If you are planning to offer a pre-registered experience, provide the link or phone number to be used by visitors to register.

**Notes:**

- This information will be used on the Doors Open website and printed brochure.
- Links for program registration should **open on May 7** to align with event promotional releases.
- Mark **N/A** if you will be offering a free drop-in program.
- If you require our assistance to create a registration link, mark **Assistance Needed**.
  - Email us if you have questions [doorsopen@richmond.ca](mailto:doorsopen@richmond.ca).

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22. What age range would your program be best suited for? *Check all that apply.*

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|--|--|
| <input type="checkbox"/> Children under 12 years | <input type="checkbox"/> Seniors (65+ years) |
| <input type="checkbox"/> Teens (13–18 years)     | <input type="checkbox"/> Families            |
| <input type="checkbox"/> Adults (over 19 years)  |  |

23. Does your site have a public washroom?

- Yes, with an accessible washroom on site
- Yes, but no accessible washroom on site
- No public washrooms on site

24. Is your site accessible to visitors who use mobility aids?

- Yes
- No

25. Provide any instructions for visitors who will be visiting your site. Example: Head coverings required, remove shoes, or access the site through the west entrance, etc.

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26. If your program includes food or drinks of any kind, indicate that you have current Vancouver Coastal Health approval. **Note:** Partner sites are responsible for obtaining required permissions from the related authorities prior to the event.

Vancouver Coastal Health (VCH) Richmond  
 Tel: 604-233-3147, Email: [healthprotectionRH@vch.ca](mailto:healthprotectionRH@vch.ca)

**Once you have your VCH approval please email [doorsopen@richmond.ca](mailto:doorsopen@richmond.ca) to let us know it was obtained along with the name of the approving officer.**

- Yes, and have valid permission from the Vancouver Coastal Health.
- Yes, but I need to contact Vancouver Coastal Health and will get approvals before June 7 and 8.
- No, we are not offering any food samplings during the event.

27. If you are serving food, list all food or drink items that will be served at your site. Mark N/A if you are not serving food.

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28. Would your site be interested in being a possible stop on the Doors Open Bus Tour? Bus Tours will be offered during the event on both Saturday and Sunday. Please note that by selecting yes, you are not guaranteed to be a site on the tour.

- Yes, and we will offer a brief site tour to the bus tour visitors.
- Yes, but we will not offer a tour and bus tour visitors will explore the site on their own.
- No, my site is not interested.

29. Each partner site manages their own program and is responsible for having enough staff/volunteers on site during the event. Let us know if we can help you find volunteers.

- No, I have enough volunteers to help with the event.
- Yes, I need support with finding more volunteers for the event days.

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## Marketing and Promotions

30. Are you or another representative from your site interested in volunteering as a media spokesperson to promote Doors Open Richmond? This is a great opportunity to promote your organization and Doors Open programs! This role would require prompt replies to media requests for quotes and interviews leading up to and possibly during the event. Media training will be provided.

- Yes, I would like to be a Doors Open Richmond media spokesperson.
- No, I am not interested.
- Maybe, please send me more information about this role.

31. Each site will receive one Doors Open t-shirt to wear during the event weekend. Indicate your preferred size:

- S
- L
- I do not want a T-shirt
- M
- XL

32. We may be able to provide your site with additional shirts. If you would like extras, indicate the number of each size you would like:

S: \_\_\_\_\_  M: \_\_\_\_\_  L: \_\_\_\_\_  XL: \_\_\_\_\_

33. How many Doors Open brochures would you like to hand out at your site?

15  50  Other: \_\_\_\_\_  
 25  75

34. How many Doors Open posters would you like to put up at your site?

1  3  5  
 2  4

35. Are you able to donate a prize for a ballot draw? If yes, indicate what you can offer.

No  Yes: \_\_\_\_\_

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## Agreement

It is the site participant's responsibility to ensure that their facilities are adequately insured.

By submitting this form, the named person below agrees that the site listed on this registration form will purchase or will maintain event insurance of not less than \$2 million limit to cover any potential liabilities, such as bodily injuries, death, or property damages arising from my participation in an event called Doors Open Richmond in my own expenses naming Doors Open Richmond, the City of Richmond, the Richmond Museum Society as additional insureds. I agree to indemnify and save harmless Doors Open Richmond, the City of Richmond, the Richmond Museum Society and their sponsors and affiliates from any liability or damages arising from my participation in the said event.

*\*\*For partners that are City of Richmond owned and operated, no additional action is required. You are covered by the City of Richmond's insurance. If you are uncertain, contact the City of Richmond's Risk Department to confirm.*

Participants understand that the Doors Open Richmond organizing committee assumes no liability for the losses resulting from the Doors Open Richmond program. It is also the responsibility of participants to keep up to date and to follow all Provincial Health Guidelines, to clean your facility, to open your facility at the agreed times, and to provide adequate staff and/or volunteers to supervise.

I agree to be bound by this agreement to participate in Doors Open 2025. Confirm you have read the Agreement.

Yes, I have read the agreement

Date (M/D/Y): \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_