

Information for Site Owners/Operators

Should participating buildings be open for the full event?

At the request of the community, you should open your building to the public for the whole event. By doing so, visitors will be given more opportunity to experience your building. If, for some reason, you require alternate scheduling over the event, please contact the Doors Open NL Coordinator.

I'd like to participate in Doors Open NL, but I can't imagine allowing the public to roam freely through my building. How can I make this work?

- You do not need to open the entire building. Open only what will be of interest to the public and what works for you.
- Consider establishing an orientation area where the public can receive information about your building and organization. From this area, you can direct the public to a few places of special interest
- Run brief guided tours.
- Take reasonable precautions by locking away items of value and securing rooms that are off-limits.

Who is responsible for opening my building and supervision the public during Doors Open NL?

- As a building owner/manager participating in Doors Open NL, you (and your staff/volunteers) are responsible for opening your building and supervising all visitors.
- The success of Doors Open NL depends on your organization's readiness to take ownership of the event. The hosts of every participating building must be ready and willing to warmly welcome visitors.

What else is expected of my staff/volunteers?

- Building owner/operators should provide information to the public about the site, such as printed handouts, scheduled lectures, exhibits, or guided tours. Another option is to station your staff/volunteers throughout the building so that they can answer questions.
- In anticipation of a program evaluation, all participating building owners/operators will be asked to return a questionnaire upon completion of their Doors Open NL event. Sites are requested to keep track of the number of visitors during the event as part of the evaluation.

How will my building be identified to the public as a Doors Open NL site?

- To identify your building as a Doors Open NL site, you will be provided with a large sign or banner to hang outside our building. There is no charge for the banner, however, it must be returned to our office.
- Information about your building will be included on the Doors Open Days website (www.doorsopendays.com), press releases, etc.

What about liability and insurance issues?

Each Doors Open NL site is responsible for its own liability and appropriate insurance. The Heritage Foundation of Newfoundland and Labrador and Newfoundland Historic Trust are not responsible for the liability and insurance of the sites during the Doors Open NL event.

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Please contact us and we would be happy to discuss your liability and insurance issues in further detail.

Can I charge admission to my building?

No. A guiding principle of the Doors Open concept is that admission to all buildings is free. However, you may sell refreshments, souvenirs, etc., or distribute free information about your organization.

How many people can we expect to come through our building?

In smaller communities, more popular sites (such as B&Bs) can expect to receive between 25-50 visitors an hour. In larger communities, some sites have received up to 300 visitors an hour with most receiving about 50 visitors an hour.

Some buildings are already open to the public. Can they still participate?

Buildings that fit the Doors Open profile, but are normally open to the public may be included if admission is free, if special activities are offered (such as exhibits or music recitals) or if they are able to make sections of their building that are not normally open to the public available.

Why should I participate in Doors Open NL? What's in it for my organization?

- Doors Open NL participants will be associated with a well publicized, high profile event – one that is sure to draw enthusiastic public support.
- Participation in Doors Open NL is a show of civic pride and goodwill. It is an excellent way for organizations to boost public relations.

- Showing off the special historic and architectural features of your building is also a great way to nourish pride and morale among your staff.

- By becoming part of Doors Open NL you are part of a world-wide movement that recognizes architecture as an integral part of heritage and culture.

Who funds Doors Open NL?

Young Canada Works has provided generous funding under their Heritage Organizations Program and Doors Open is an initiative of the Heritage Foundation of Newfoundland and Labrador.

I am interested in Doors Open NL. How can I participate?

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www.doorsopendays.com