



National Mills Weekend 12 – 13 May 2018

Support Pack

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Contact

Sophie Martin, Mills Section Administrator
020 7456 0909 or millsinfo@spab.org.uk



National Mills Weekend

Mill Support Pack 2018

I. General Information

National Mills Weekend 2018 is taking place over the weekend of **12 & 13 May**. This year's theme is ***Mills and Wildlife***

There is no charge for participating, and taking part is a great way of helping to increase awareness and support for your mill, both within the local community and further afield. To participate, all you need do is to open your doors to visitors over that weekend – for either day or both.

Many mills open for free, some ask for donations (e.g. for mill repairs or for a charity) and others charge an entrance fee - the choice is yours. In order to make the best of the weekend we recommend that you:

1. Make sure your entry on our website (www.nationalmillsweekend.co.uk) is up-to-date and accurate. Contact the webmaster at jim@woodward-nutt.co.uk and/or the Mills Section with any changes or information for new entries
2. Plan any special events or joint work with other mills or local partners
3. Promote your National Mills Weekend event
4. Give us your feedback after the event: visitor numbers, photographs, ideas and suggestions – to help us share your success and plan for next year

How we can help

Promotion

As well as managing the National Mills Weekend website and providing information to our members, the Section will promote National Mills Weekend through press releases to national and regional media, and through social media. Last year we achieved over 100 mentions of National Mills Weekend in the press, including coverage in major national outlets, and in 2018 we aim to do even better.

Support pack

This support pack includes:

- A guide to planning events
- A guide to promoting your open day(s)
- A template press release (in Word format)
- A branded poster that you can customise (in Word format)

Other resources

- Printed posters
- Branded balloons

These are available on request.

In addition to the information in the pack, we are here to help with any questions about the weekend, further advice on promoting your open day or help with designing and printing posters.

Who to contact

In certain areas we have a volunteer Regional Co-ordinator who has kindly offered to help with:

- Identifying other mills interested in joint events
- Advising first-time participants
- Co-ordinating publicity with other participating mills
- Questions or suggestions about National Mills Weekend in the region

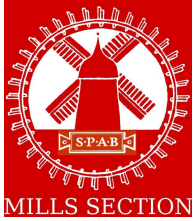
Regional co-ordinators are in place for the following areas (the list may be updated if additional co-ordinators are confirmed).

North-West England	Stuart Hobbs stuart@heronmill.org - 01539 564271
North-East England	...
Norfolk	Alison Yardy alisonyardy@aol.com - 07917 775576
Cambridgeshire, Suffolk, Essex	Bob Paterson windmillbob@hotmail.com
Sussex	...
Wessex	Stephen Bartlett stevieb106@gmail.com - 07974 125785
Herefordshire, Shropshire, Worcestershire	...
Wales	...

For other regions or further information, please contact Sophie.

Contact us:

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2. Events & Activities

All you need to do to take part in National Mills Weekend is to open your doors to visitors on 12 and/or 13 May this year. For those mills that are anyway open at that time, organising special activities over that weekend can help attract more people.

While there is no obligation to follow any theme, we recommend that you consider running activities or events to fit with our **Mills and Wildlife** theme. (Real Bread Week, which can be a good theme to link to and usually starts that same weekend, has been brought forward for 2018.) Your feedback tells us that others do value the theme and it helps to make the day more memorable for all concerned.

Mills and Wildlife

Owing to their setting, many mills are havens for wildlife – watermills by ponds, rivers and streams, windmills set apart to catch the gusts and gales, unimpeded by other buildings, to turn their sails.

These landscapes are home for much of our country's wildlife, whether otters in Devon or Swallowtail butterflies on Wicken Fen. Visiting mills is also an opportunity to discover more of our wildlife as well as our milling heritage.

Link up with your local Wildlife Trust



There are 47 Wildlife Trusts across the UK. Your local trust and their contact details can be found on the Royal Society of Wildlife Trusts' website www.wildlifetrusts.org

Highlight the local wildlife

Display images of the wildlife that can be found in the vicinity of your mill – from birds, fish and mammals to butterflies and bugs, native wild flowers and grasses, trees, moss and fungi. Even if your mill stands in an urban setting, highlight the wildlife that formerly would have lived nearby, or focus on the owls, bats and mice that may have been attracted to the site.

You might like to create a simple line drawing of some or all of the wildlife around your mill to give as a hand-out for young visitors to colour in, or perhaps an I-spy checklist of wildlife that they might look for on the day.

Link up with local schools

Many schools, including those in inner city areas, encourage outdoor activities as part of their curriculum. Make sure your local schools are aware that your mill will be open for National Mills Weekend (whether or not you will be following the Mills and Wildlife theme) and encourage pupils to visit with their parents.

Celebrate the findings

Most schools, local community groups and many mills now have websites or newsletters. Why not share what has been discovered over National Mills Weekend?

NB

The NSPCC has issued guidelines on taking and using images of children – see <https://www.nspcc.org.uk/preventing-abuse/safeguarding/photography-sharing-images-guidance/>

Other Opportunities include:

Possible events include:

- **Milling** demonstrations
- Hands-on **milling** using a hand quern
- **Baking** demonstrations, perhaps working with a local bakery, and bread **tasting**
- Baking **workshops** if you have the facilities – again you could work with a bakery in your area to offer these
- **Displays** explaining the milling process and the journey from grain to bread
- A bread making **competition** – get people to bring their loaves for judging on your open day – perhaps loaves or buns in the shape of a ladybird or rabbit or other creature!

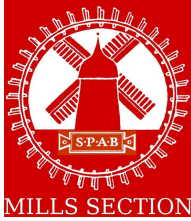
Resources

For general information and guidance on running events, please see:

- Cabinet Office: <https://www.gov.uk/government/publications/can-do-guide-for-organisers-of-voluntary-events/the-can-do-guide-to-organising-and-running-voluntary-and-community-events> for guidance on organising voluntary events
- Health & Safety Executive: <http://www.hse.gov.uk/risk/index.htm> for information on risk assessments and <http://www.hse.gov.uk/event-safety/> for guidance on running events
- Food Standards Agency: <http://www.food.gov.uk/> for information on food hygiene and safety regulations
- Your local council will also have advice – check their website or ring them for more information

Contact us:

Sophie Martin, SPAB Mills Section Administrator
020 7456 0909 or millsinfo@spab.org.uk



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3. Promotion

The Mills Section will promote the weekend centrally, through our own media contacts and communication channels. However, to make the most of the event and to attract the greatest number of visitors to your mill, we also recommend that you do some of your own promotion locally. Listed below are some suggestions and guidance, if you need any further advice please don't hesitate to contact us.

I. Media

A really good way to promote your event is through local media – all you need is a simple press release and a good quality photograph. What to include:

Press release

The media is always looking for stories of relevance or interest to their audience, and most news desks will be very pleased to receive a good press release – that is, one that does much of the work for them.

It is better to have a shorter, informative news item highlighting the main points (e.g. name and location of your mill, the days and times it is open, and any further information such as things to see, timings for activities or directions) than a long essay. Your press release will also have a better chance of success if you have a particular feature to note, such as:

- An **anniversary**, e.g. your mill is 200 years old this year, or it is 15 years since your local trust took it over
- A **celebrity** is involved e.g. a local TV personality or noted sportsman has agreed to open the event/draw the raffle/award rosettes etc
- A **'first'**, e.g. it's the first time you're taking part in the weekend, or the first time you'll be open since vital works were completed or a new feature installed
- A **local link** with other organisations, e.g. you have organised a vintage rally with your local car club, or are raising money for a local charity
- A **human interest story**, e.g. one of your volunteers has won an award, or a descendant of a past miller has contacted the mill
- A **project** or fundraising initiative, e.g. this year you are collecting money over the weekend to help towards bringing your mill back to working order/replacing sails etc, or you are preparing a grant application and consulting the public

Note: You should send the press release by email. It is easier for journalists if you just copy and paste the text into the body of your email, rather than send it as an attachment.

Our template press release accompanies this pack may help to get you started. If you would like us to check your final press release before you send it out, please get in touch.

Photographs

Offering one or two clear, good-quality, high-resolution digital photographs will greatly increase your chances of the story running in the print media. Ideally include a picturesque, general view of your mill and a photograph of people (volunteers, visitors etc) in front of or

inside the mill. Make sure that you have written permission from the photographer and, if children are pictured, from them or their parents, to send the image out for media use.

Note: You can either attach the photographs to your email, or just give details of what is available and how (e.g. contact details or file sharing link).

If possible, try to take some pictures on the day(s) itself so that you have images to use for next year's promotion.

Don't forget to make sure you have the copyright permission to publish any images you are using and ensure they are accurately attributed.

Who to send it to

Have a look at a copy of your local newspaper(s), or check their website: there will be contact information for the news desk. You might also target the journalist who covers your particular area or village, or one who has shown interest in your mill in the past. If in doubt, ring the paper and ask them who would be the best contact.

Don't forget your local radio stations, which are also important. When targeting radio you need to make sure that you, or someone from your organisation, is available to be interviewed about the mill and the event.

You may also want to send out your release to regional television. It is most likely to be of interest to them if the mill has recently undergone some work or has never been open to the public before. In such cases they may be interested in a 'preview' ahead of the weekend. They could also be interested in filming during the weekend itself if you are planning a major event. If you would like more advice on working towards TV coverage, please get in touch.

The SPAB Press Office has contact information for local media around the country, so if you're not sure who to contact, give us a ring.

When to send it

Timing is very important. Make sure that you send out your release early enough. This will usually need to be *the week before the week* of National Mills Weekend (i.e. w/c 1st May) but it is worth ringing your local newspaper to check what their copy deadline is – particularly with weekly publications.

2. Other publicity

Event listings

Make sure that you include details of your opening days in all the *free* listings you can find. Local newspapers will often have both printed and online versions, and there may also be local events websites for your area. Other possible listings include your local council and parish newsletters. There may also be printed event leaflets or programmes for your area. Some may also offer only *paid* advertising: if you have an advertising budget, contact them to check for rates and offers, and be sure to ask about any special rates for community groups and charities.

Posters

Professionally produced A4 posters which can be customised with your own details are available. You can print your text/photo on them just like any headed paper, or just write on them. Let us know how many copies of the poster you would like.

The posters are also available to download from www.nationalmillsweekend.co.uk and can easily be customised digitally, as follows:

1. Click inside the text box (where it says 'Add details ...')
2. Replace the existing text with your own information, including the name and location of your mill, the days and times it is open (these important details perhaps in **bold**) plus any further information such as things to see, timings for activities or directions. If possible use 'Gill Sans' as your typeface for the text, or if not available use another sans serif typeface (e.g. Arial)
3. To add a photograph/image:
 - i) Go to Insert\Picture\From file and select your image to insert it
 - ii) Format the image as needed, and remember to add a credit if required

Check locally for places to display your poster. Libraries, museums, council offices, churches, tourist information centres, village halls and schools may all have notice boards for local events, and it is worth asking shops and local businesses too if they would allow you to display something in their shop window or on their counter.

Balloons

We have a quantity of National Mills Weekend-branded red balloons available, to help draw attention to your mill on the day. Let us know if you'd like some (and, ideally, approximately how many you would like) and where to send them, and we'll do our best to supply them.

Social media

Promote your event via Facebook and Twitter, and get your supporters and volunteers to do the same. Copy others from your local area in your tweets and ask them to retweet details. We'll of course retweet every National Mills Weekend event we see – find us at **@ukmills**

Spread the word

Contact people you work with, other historic sites, museums, local history groups etc. Send them an email with information on your event and ask them to circulate it if they can. Some organisations will have mailing lists for their members and may well be happy to include your event if it is relevant to their interests.

3. Pair up with other mills

If there are other mills in your area taking part, consider joint events and promotion, or at least make sure that they know when you are open.

Visitors may want to visit more than one mill, and will welcome suggestions of where else to go, interesting walks to go on etc. Highlight any suggestions in your event details, and consider teaming up with other mills to produce flyers or issue joint press releases.

This will both improve visitor experience and help create a buzz around the weekend. Other places may also be interested in linking in with what you are doing – such as a local museum, an industrial site or your local library.

Our Regional Co-ordinators can help put you in touch with mills in your area. Contact them direct or get in touch with us for more information.



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4. A request from us to you

We would really love to receive **good images from you** after the event as they can help us when we promote National Mills Weekend in future. Any good quality, attractive view of your mill with visitors could be useful. Let us have a few pictures and we will get in touch if we would like to use any of them.

Also, it would be great if you would assist us by **promoting Mills Section membership** to visitors on the day. Membership fees help us to help you, by protecting and promoting the UK's milling heritage – from supporting mills through repair grants and training courses, to campaigning, organising National Mills Weekend and much more.

Let us know in good time if you'd like us to send you SPAB Mills Section membership application forms.

Thank you.

Contact us:

Sophie Martin, SPAB Mills Section Administrator

millsinfo@spab.org.uk

020 7456 0909

PRESS RELEASE:

[MILL NAME] OPEN FOR NATIONAL MILLS WEEKEND ON [DATE]

[Mill name] will be open to visitors from [time] to [time] on [day(s)] as part of National Mills Weekend. [Add a short summary of any activities/events]

National Mills Weekend is the annual festival of the UK's milling heritage, and the chance for everyone to explore their local windmills and watermills.

[Mill name] is a ... [include information about your mill: what kind of mill it is, when it was built, any interesting facts]

The weekend is coordinated by the Mills Section of the Society for the Protection of Ancient Buildings (SPAB).

If your mill does not normally open to the public, make this clear:

National Mills Weekend is [the only time/one of x occasions/the first time] the mill will be open [this year/in xx years]. It is the chance for local people to look inside and find out more about the role of the mill in local life over the centuries (*tailor this with specific information if you can*)

If you are taking part in 'Mills and Wildlife':

This year National Mills Weekend is celebrating 'Mills and Wildlife', highlighting the nature that is found around mills. [Mill name] is contributing with [details of your event (see section 2 of the Support Pack)].

If you are organising tours or activities not covered by the above themes:

Visitors to the mill will get the chance to [add details of what you are planning, e.g. guided tours, children's activities, etc.]

Add a quote from your organisation or a local supporter:

[Name, position] said: "[e.g. National Mills Weekend is a fantastic opportunity for people to explore their local heritage, and we look forward to welcoming visitors]"

Further information on [Mill name] can be found on the mill's website at [your website].

[And/or include any other information e.g. need to book in advance for activities]

Information on mills open nationwide can be found on the National Mills Weekend website at www.nationalmillsweekend.co.uk

Further information and images

Don't forget to make sure you have the copyright permission to publish any images you are using and ensure they are accurately attributed.

Images available:

[give titles/descriptions]

Contact:

[Your name and contact details – include a daytime phone number and an email address if possible]

Notes to editors

1. National Mills Weekend runs every year during the second weekend in May. It has been organised by the SPAB Mills Section since 1984, and is part of a Europe-wide festival of milling heritage during May.

2. The Society for the Protection of Ancient Buildings (SPAB) was founded by William Morris in 1877 to care for and preserve the UK's architectural heritage. The Mills Section of the SPAB was founded in 1931 to protect and promote windmills and watermills.

Also consider adding a note about who runs your mill (a trust, friends group, etc)