Thank you so much for your patience in reading through all this event information. We appreciate there is a lot, however we would ask for your own comfort and safety on the day – and to make the event as enjoyable as possible for everyone – that you take the time to read through this information before travelling to the event.

If you do have any questions that have not been answered in the following pages, please email <u>events@nichs.org.uk</u> or Tel: 028 9032 0184 during office hours Monday to Friday.

Q. How can I fundraise online?

A. You will have been asked to create an online fundraiser via our website when you registered for this event. You will have received links in your welcome email to your fundraising page and also a one click link to set up a Facebook fundraiser if you prefer. We would encourage you to use more than just one platform to really boost your fundraising efforts and make it as easy as possible for people to support you. Once your page is complete you can send the link to your family, friends and colleagues and also share it on your social media pages.

Q. How can I get a sponsorship form?

A. You can download a sponsorship form from our website at https://nichs.org.uk/assets/resources/New-Sponsor-Form-A4-JUL19.pdf

Q. How can I pay in any money I raise?

A. You can pay your fundraising and sponsorship money in a way that is convenient for you.

1. By Post

Send your sponsor forms/cheques made payable to: Northern Ireland Chest Heart & Stroke and post to **Freepost RSYK-LUTK-GTKJ**, **NI Chest Heart & Stroke**, 21 Dublin Rd, Belfast, BT2 7HB. We don't advise sending cash via post. If you have cash, please contact us.

2. Pay your funds in online

You can donate your funds through our website, <u>www.nichs.org.uk</u>, by clicking on the 'DONATE NOW' button at the top right of the page. Please select, single donation, then 'event sponsorship' from the drop-down list and enter 'Red Dress Fun Run 2024' as the name of your event.

3. Online bank transfer

You can make a deposit straight into our bank account online.

Bank Name: Bank of Ireland Bank Address: 4-8 High Street, Belfast, BT1 5LR Account Name: Northern Ireland Chest Heart & Stroke Association Account Sort Code: 90-21-27 Account Number: 22973233 Ref: **Your Name** Red Dress Run 24

Please ensure if you make a bank transfer that you email <u>events@nichs.org.uk</u> with your name, the date and amount of the donation and what it relates to so we can match it to the bank statement.

4. By Phone: you can make a credit or debit card payment by phone on 028 9026 6743 to our supporter care team quoting Red Dress Fun Run 2024.

5. Hand it in on the day: We strongly recommend that you continue to fundraise after the event as on average 20% of donations come in post event, after you have completed your challenge, shared pictures from the day and given family, friends and work colleagues a last chance reminder to make a donation. However, if you would prefer to hand in any cash and your sponsorship form on the day, you will be able to do so at registration before the start.

NB: If you have created an online fundraising page then you do not have to do anything! These funds automatically come straight through to us.

Running Order & Times

Q. Where is the start line?

A. The event will start in front of the Parliament Buildings <u>at the very top of the hill</u>. If you intend to use public transport or park on the Newtownards Road please keep in mind you will have to walk to the top of the hill. **We encourage everyone to park in the visitor car park beside Parliament Buildings, see more info on parking below.**

Q. What time does the event start?

A. The run/walk will commence at 11am with the welcome address and warm up at 10.45am. The registration/check in desks will be open from **10am**. Please ensure that you leave enough time for your journey to arrive in good time to register before the welcome.

Q. Is there car parking?

A. Yes, there is free car parking on site in the visitors' car park. If you are driving to the venue and wish to use this car park, please ensure that you use the Massey Avenue Entrance only! You will not be allowed to drive in via the front entrance! You will be directed from there to the visitors' car park which is only a short stroll to the front of Parliament Buildings where the registration desks and start line is located. Map link for Massey Avenue Entrance - https://goo.gl/maps/TN2i9NrPBoDH2GQf6

Parking is also available in front of the main gates on the Upper Newtownards Road, at the Massey Avenue entrance and in the play park car park located on the left about 100 metres after the main gates to Stormont Estate.

Please visit - <u>www.nidirect.gov.uk/articles/about-stormont-estate</u> for information on getting there and available facilities. There are also excellent transport links to Stormont Estate, visit <u>www.translink.co.uk</u> however do please remember that there will be a limited Sunday service in operation.

Q. What is the procedure for registration?

A. When you arrive please could you or only **1 person per group or family** (preferably the person who registered) make their way to the <u>RED NICHS gazebo</u> at the top of the hill.

Please ensure that you go to the correct registration desk to help us get everyone registered as quickly as possible. There will be three clearly signed desks. We are accepting late registrations on the day if any friends or family decide to join you at the last-minute, NB however we will **not be accepting online registrations after 5pm on Thursday 22nd February.** After this time and date people wishing to take part must register on the morning of the event. This desk will be sign posted as the **Late Registration Desk.**

If you are taking part as a company team or business, please ensure that you go to the **Corporate Registration Desk.** All other participants can use any of the other desks.

Q. What facilities are on site and what about refreshments?

A. There are public toilets on site. The two main public toilets are based at the Massey Avenue Entrance and just off the main mile, at the halfway point of the run. There are also additional toilets at the playpark.

We will be giving out one bottle of water per participant at the finish line, and we recommend that you bring your own water for before and during the run/walk. There will also be an opportunity to purchase additional refreshments and hot drinks from on-site catering on the day.

In the interests of being environmentally friendly as possible, we would ask that any single-use bottles are placed in the correct recycling bins provided. In addition, as part of our contract with Stormont Estate, we must leave the grounds exactly as we found them, therefore please do use the litter bins provided as any litter will have to be removed post event by our volunteers.

Our supporting partner Linwoods Heath Foods will be handing out healthy snacks after the run to help you refuel. NB If you or any of your family / group have any allergies or food intolerances, please ensure that you have checked the list of ingredients or any allergy warnings before consuming.

Q. Is the route fully-accessible?

A. The 5K route is fully accessible for wheelchairs and buggies, however there are parts of it that narrow into single file only and a few steep hills. These areas will be attended by race stewards who will be on hand to offer assistance if needed. Please take note of all NICHS signage which has be placed to help you, listen to any hazard warnings from the stewards and please look out for any hazards that have been taped / flagged on the route. For the safety of others, **please do not divert from the signposted route**. If you need any assistance on the route please approach one of our NICHS stewards. **NB The grounds of the estate are open to the public on the day of the run and we do not have exclusive access.** While we would hope that people using the park would step out of the way and use a common-sense approach – please be aware that there may be other walkers along the route.

Q. Has a risk assessment been carried out?

A. A full risk assessment has been carried out prior to the event and participants will be made aware of any hazards by signage and race stewards. We want everyone to be safe and enjoy their walk or run and we ask that all participants are courteous and respect everyone's right to participate at their own pace.

Q. Are there medics / first aiders on site?

A. Yes, there will be NICHS first aiders and trained medics on site, two on the route and one positioned at the finish line. The venue is within a one-mile radius of the Ulster Hospital should an ambulance need to be called for an emergency.

Q. Any rules regarding four-legged friends?

A. We are delighted to welcome your family pet to take part however please be advised that dogs must be kept on their lead at all times during the run/walk or indeed while in any part of the estate, apart from within the dog exercise area of the dog park. Please don't forget poo bags.

Q. What about photo consent & filming?

A. Please be advised that photographers will be taking pictures for use on our NICHS website, social media platforms and for a wider release to local and national media and there will be filming on the day. If you **do not** wish to be included in any photographs or video that could be made public, please make sure that you contact the event manager, Christine, in advance and make yourself or any child who is not to be to filmed or photographed known to us on the day at registration. NICHS cannot take responsibility for any images used on social media by other participants. We would strongly urge you all to please respect everyone's privacy and always ask

permission before you take anyone's photograph or parental / guardian consent for anyone under 18. If you have mistakenly included someone in a photograph we would strongly recommend not to post on social media channels unless you have written consent first.

Q. Should we send you our photos?

A. Yes please! We would love to share your highlight photos of the event so please email any photos that you are happy to be shared on our website or social media channels as soon as possible after the event to <u>events@nichs.org.uk</u> or tag us on social media. Follow the fun #RedDressFunRun2024

Q. Will my run be timed?

A. This is not an Athletics NI Qualifying Event and we are not using timing chips. There will be a race clock at the finish line however the best way to record your time is to use a smart watch (Apple Watch, Fitbit or similar) or download a free app on your mobile like Strava, Map My Run or Map My Walk.

Q. What should I wear?

A. It's most likely still going to be pretty chilly at the end of February, although we have our fingers crossed for some lovely winter sunshine. As the saying goes, there is no such thing as bad weather - only the wrong clothes - so please make sure to dress appropriately and bring a warm hat, gloves, extra layers and a waterproof jacket and that babies in buggies are snug as a bug. Please ensure that you have a warm layer underneath your event T-Shirt.

We want to see as many people as possible in their best RED outfits or other red clothing. The redder and wackier the better. We are going to be giving out spot prizes on the day for 'best dressed RED' – including best dressed red doggie – so it's worth your while to make an effort, as well as making everyone smile \bigcirc .

If you need any additional NICHS merch to help keep you warm, such as buffs or beanie hats (£5 each), you will be able to purchase these items in our NICHS shop on the day or you can purchase online <u>here</u>.

Q. How do I get my Red Dress Fun Run 2023 medal?

A. Raise £50 per participant or £100 per family and you will all receive a Red Dress Fun Run medal on the day. If you have set up an online fundraiser we will have been notified and will have a record of how much you have raised. If you are only collecting cash donations, that's no problem. Just keep in touch with and let us know how you are getting on.

Now, it's time to get 'Red-y'! We look forward to welcoming you to Stormont.

Please be advised that we will **NOT** be monitoring emails after 5pm Friday 23rd February. If you need to get in touch urgently with us on either Saturday 24th or Sunday 25th February, please contact Christine on Tel: 07436 584079