

## **TERMS OF REFERENCE FOR EVENT AND ACTIVITY SUBMISSIONS WARISANKL.COM**

### **1. INTRODUCTION**

Warisan KL is a national strategic initiative to rejuvenate the historic core of Kuala Lumpur, transforming it into a vibrant creative and cultural district. Encompassing key civic, heritage, and commercial zone/ precincts, the effort aims to re-establish the capital as an inclusive, connected, and proudly Malaysian global city-driven by its unique sense of place, people and culture.

To boost engagement and visitorship to the area, WarisanKL.com has been established as a digital one-stop centre for information on places of interest, events, and community-based activities happening across the district.

This Terms of Reference outlines the eligibility criteria, submission process, and conditions for listing public events on the platform. It is intended to support a diverse, curated quality lineup of event calendar that reflects the spirit of WarisanKL.com, while offering organisers visibility through the initiative's official channels.

### **2. WHY SHOULD YOU CREATE AN EVENT LISTING ON WARISANKL.COM?**

By submitting your event, you not only become part of a city-wide cultural movement but also benefit from promotional opportunities through Warisan KL's editorial features, curated guides, social media spotlights, and outreach campaigns. Whether it's a festival, workshop, exhibition, market, or public art activation—if it brings life to the city, it belongs on WarisanKL.com.

### **3. EVENT SUBMISSIONS TO WARISANKL.COM**

WarisanKL.com invites organisers and members of the public to submit their programmes, events, and community-led initiatives to be listed and featured on the platform. Through these submissions, the platform seeks to:

- Curate and promote public-facing activities that support the goals of Warisan KL;
- Provide a dedicated space for highlighting quality events taking place within or relevant to the Warisan KL area;
- Amplify civic, cultural, creative, heritage-based, and community engagement efforts across digital channels;
- Contribute to a whole-of-society movement to rejuvenate Kuala Lumpur's historic core.

### **4. ELIGIBILITY FOR SUBMISSION**

Submissions are welcome from individuals, community groups, cultural institutions, collectives, collectives or organisations. Events and activities must meet the following criteria:

- Be located within or be directly relevant to the Warisan KL boundaries;
- Must be open to the general public-whether free, RSVP-based, or ticketed-with no membership, invitation or prior qualification required;

- Only events with confirmed dates, venues and key programme information will be accepted;
- Must be intended for public-engagement (i.e., not private functions or internal programmes);
- Comply with all applicable laws, regulations, and venue requirements, including permits where necessary;
- All submissions must align with Warisan KL's civic, cultural, creative, heritage, educational, or community-driven focus. To guide submissions, proposed programmes should fall under one or more of the following categories (but are not limited to):
  - Textile & Fashion
  - Film / Media Art
  - Craft
  - Performing Arts & Music
  - Environment & Climate Action
  - Children's Programming
  - Food Heritage & Culture
  - Visual Arts
  - Design (Graphic, Product, Interior)
  - Architecture & Urbanism
  - Literature & Storytelling
  - Youth & Entrepreneurship

All submissions are subject to review for eligibility, relevance, and completeness prior to listing on WarisanKL.com or affiliated channels. Publication of an event is not an endorsement. The WarisanKL.com reserves the right to decline or remove any listing at any time.

## **5. SUBMISSION REQUIREMENTS**

All submissions must be made through the official form at [www.warisankl.com](http://www.warisankl.com). Required details include:

- Organiser Name
- Programme Name
- Programme Description
- Programme Start and End Date
- Programme Venue
- Programme Category (as listed above)
- Entry Type (Free Entry, RSVP Required, or Ticketed)
- Programme URL or ticketing/promotional link

Submissions that are incomplete, misleading, or non-compliant will not be considered.

## **6. HOW LONG WILL IT TAKE FOR MY EVENT LISTING TO BE PUBLISHED**

Submissions will be reviewed within seven (7) working days. Once approved, your listing will be published immediately on WarisanKL.com.

## **7. WITHDRAWAL OR REMOVAL**

The WarisanKL.com platform reserves the right to:

- Decline a submission without providing justification;
- Remove a listing at any time due to misrepresentation, cancellation, or reputational risk;
- Revoke a listing if the organiser violates the stated terms or deviates from the original submission.

## **8. CONFIDENTIALITY AND COMMUNICATIONS**

All submitted information will be treated in good faith. Confidential or sensitive details will not be disclosed to third parties without the organiser's consent, unless required by law. All correspondence will be directed to the contact provided in the submission form.

## **9. DISCLAIMER AND LIABILITY**

The organiser assumes full responsibility for the planning, safety, and delivery of the event. The WarisanKL.com and its partners shall not be held liable for any loss, injury, or damages arising from the event or its organisation.

## **10. CONTACT**

For further enquiries, please contact:

 [info@warisankl.com](mailto:info@warisankl.com)

 [www.warisankl.com](http://www.warisankl.com)