

# SPECIFIC GUIDELINES PACK



This document acts as a guide to the specific considerations and undertakings for your potential record attempt and is to be used in conjunction with the **Guide to Your Evidence**, which outlines the evidence we require to verify the success of your record attempt. These guidelines should be read and understood by all concerned with the record attempt prior to the attempt – this includes every participant, organiser and witness.

These guidelines are specific to your record attempt and **must** be followed. Should any part of these guidelines be contravened, your record attempt will be disqualified, without any right of appeal.

Additionally, these guidelines in no way provide any kind of safety advice and cannot be construed as providing any comfort that the record attempt is free from risk.

Guinness World Records accepts no responsibility for the safety of participants or bystanders in any record attempt. It is your sole responsibility to ensure that (a) all necessary safety precautions are in place and that all equipment used is suitable and thoroughly checked prior to the record attempt taking place and (b) you are in compliance with all applicable health and safety laws and regulations.

If you are organising a record attempt in association with an **alcoholic brand** you must seek explicit written permission in advance from Guinness World Records otherwise your record may not be approved. Without written permission, your record might not be accepted even if you have followed the guidelines. Please send your requests to Guinness World Records using the Correspondence section in your online application.

Finally, the provision of these guidelines in no way constitutes Guinness World Records' consent for you to undertake a record attempt. Any record attempt will only be considered to be authorised by us where you have signed our standard agreement in relation to record attempts.

# Most plastic bottle boats launched simultaneously (multiple location)

## Record definition

- This record is for the most plastic bottle boats launched simultaneously at multiple venues.
- This record is to be attempted by a group of unlimited size.
- This record is for the number of individual boats launched.

## Rules for Most plastic bottle boats launched simultaneously (multiple location)

1. The design of the plastic bottle boats to be used must be sent to Guinness World Records for pre-approval.
2. The boats must be made of a minimum of one plastic bottle. They must also have a sail and resemble a boat in appearance.
3. There must be one person to one plastic bottle boat only.
4. At the signal, all participants must launch their plastic bottle boats simultaneously into one body of water. For the purposes of this record, 'simultaneous' means that all the participants must launch their boats within five seconds of a signal being given. Only those who do this within this five-second window may be counted, all others do not count towards the final total.
5. All plastic bottle boats must be launched clearly forwards. Those that are simply grounded and do not attain any forward motion must be discounted from the total.
6. The boats must stay afloat for a minimum of one minute. Boats which become grounded or sink must be deducted from the final total.
7. A loud start and finish signal recognised by all participants must be used. Two experienced timekeepers (e.g. from a local athletics club) must time the attempt with stopwatches accurate to 0.01 seconds.
8. All the plastic bottle boats must be removed from the water and disposed of responsibly once the attempt is finished. Failure to do so will result in disqualification.

## Rules for 'Mass Participation- Multiple Venues (25 participants per venue)' records

Please ensure ALL guidelines are followed:

- a. The event must take place in public places or in venues open to public inspection.
- b. The event must be synchronized so that it occurs simultaneously in all locations and time zones. The local time at each venue must be included in the documentation.
- c. A clear, recognisable start and finish signal recognised by all participants must be used.
- d. The same format must be followed at each location.

- e. All record attempts must take place in restricted areas with entrances and exits clearly marked and controlled. Indoor attempts must take place in a room designated for the attempts, and outdoor attempts must be secured with fences or other physical barriers.
- f. In order to count towards the final total, each venue must have a minimum attendance of 25 successful participants. Any less will result in any remaining participants from that venue being discounted from the final total.
- g. Participants leaving the attempt area before the attempt is over must also be counted accurately and deducted from the final total.
- h. Specific measures must be in place to ensure participants are not counted twice.
- i. After the event, the witness statements from each location and all other verifying documentation as per the general guidelines must be sent to the main organiser, who is then responsible for collating all the information and sending a complete claim to Guinness World Records. No individual claim packs from single locations will be accepted by Guinness World Records.
- j. Two overall independent witnesses must review the complete evidence and submit statements confirming the overall final total recorded at all venues combined, based on the evidence provided from each venue.

## STEWARDS

- For every 50 participants there must be one designated steward.
- Stewards must not come from the organisation holding the record attempt.
- Each steward must be allocated a specific group of participants who are to be positioned in a clearly delineated area assigned to that steward. This can be done using coloured clothing, a clearly marked area or another method pre-approved by Guinness World Records.
- Each steward must supervise their group during the attempt to ensure full participation.
- Each steward must monitor if anybody in their group leaves the area.
- The steward must note any participants who need to be disqualified from the final total either for non-participation or for leaving the allocated area.
- If the total number of disqualified participants at a single venue exceeds 10% of that venue's final total, that venue and all of its participants will be discounted from the final total.

## WITNESSES

- When an attempt has fewer than 5000 participants and less than 15 venues, it must be overseen and verified by at least two independent witnesses.
- Any attempt that has 5000 or more participants AND/OR 15 or more venues, must be overseen by two independent witnesses and verified by an independent, professional, auditing firm, as described further below.
- The witnesses must personally perform the counting process or directly observe it.

- The witnesses must perform spot checks during the attempt to ensure the rules above are adhered to.

## INDEPENDENT AUDITING FIRM

- All attempts with 5,000 or more attendees AND/OR 15 or more venues must be overseen by a professional, independent/external auditing firm.
- The auditing firm must be an established firm working to a standard recognisable on an international level.
- The details of the auditing firm desired must be submitted to Guinness World Records for approval prior to the event.
- The auditing firm must submit a proposed plan for accurately counting and compiling the final total of attendees and ensuring that all other guidelines are met prior to the event for approval by Guinness World Records.
- Auditors must work in conjunction with all independent witnesses.

## PRE-APPROVAL

Please submit the following information prior to the record attempt to obtain approval of the proposed methods. Any attempts not pre-approved may be rejected if the process is not deemed acceptable.

### 1. Counting Method

Attendance numbers must be accurately counted and confirmed using an approved method. Specific measures to ensure participants are not counted twice must also be outlined. Please see the 'Acceptable Counting Methods' Guide at the end of this document.

### 2. Venue Layout

All venue layouts with entrances and exits marked must be submitted. When applicable, individual steward sections should be marked.

### 3. Verification Method

The proposed method for verification must be explained in detail.

Plans for pre-approval must be sent using the Correspondence function within your application. Attachments such as venue layouts can be uploaded via the Evidence function. You do not need to use the Submit Evidence button after uploading; as long as you write to us in Correspondence and make sure to save the changes to your application, the materials will appear for us to review.

## ACCEPTABLE COUNTING METHODS

Participants must be counted individually by an efficient, accurate method upon entering the venue. Stewards' individual counts of their sections does NOT constitute an acceptable counting method for the record total, and is meant only to ensure full participation by all those involved in

each of their individual sections. The below counting methods are acceptable when performed accurately and in accordance with all guidelines outlined above. Guinness World Records may accept additional methods, provided these methods are pre-approved.

- Barcoded ticketing system – Tickets obtained prior to the event are scanned as participants enter and the scanner registers the number of tickets. If participants pre-register online and obtain a personalized barcode, the machine can also register their names and other information.
- Wristbands – These can be barcoded (as with a ticketing system) or individually numbered and handed out in order by independent individuals at the entrances.
- Turnstiles – Counters on each turnstile record the number of people passing through into the attempt area.

For attempts of 1,000 participants or less ONLY:

- Clickers – two at each entrance in order to obtain maximum accuracy. These must be operated by independent individuals with no interest or affiliation in the attempt.
- Ticket stubs collected at the entrance(s)

## EVIDENCE

Please make sure you supply the following:

- One cover letter explaining the context of the record attempt. Please indicate the date, time, your chosen witnesses and your record attempt measurement. Also please provide full details of the person(s)/organisation attempting the record, including details on the preparation for the attempt.
- A complete list of venues involved in the record attempt, along with their claimed totals and locations, must be submitted as evidence. This must be submitted in an organised format with the total of venues clearly listed.
- Two overall independent witness statements stating the overall final total recorded at all venues combined, based on the evidence provided from each venue.
- Two independent witness statements per venue confirming that all guidelines have been adhered to and explicitly stating the exact and final figure of the total participants, taking into account any participants whom the stewards deducted from the total. Statements must describe the counting process and overall attempt in detail, including the local time that the attempt started and finished.
- Steward statements from each venue verifying the exact number of people successfully completing the activity that is the subject of the record attempt.
- Where an attempt has 5000 participants or more AND/OR 15 or more venues, an official

auditor's report must be submitted from an independent, professional auditing firm and must confirm the exact and final figure of the total participants taking into account any participants whom the stewards deducted from the total, as well as all details of the verification process.

- Photographic evidence of your attempt taking place capturing the details provided by the independent witnesses. The photographic evidence must include an aerial photo of the crowd or a photo showing the entire group.
- Video evidence of the entire record attempt for each venue, from start to finish that enables us to confirm the measurement achieved, that the guidelines have been adhered to and verify the details provided by the independent witnesses. In addition, all entrances and exits must be monitored on video and the counting process must be clearly visible in the video too.
- Schedule 2 should be signed by you when you are sending in evidence which you either own or have permission to allow Guinness World Records to use.
- If you include any photographs or video in your evidence which you do not own or have permission to allow Guinness World Records to use, then you must include Schedule 3.
- Media articles (newspaper, online, TV or radio) should be submitted as part of the evidence requirements. This is not compulsory evidence.

Please read the Guide to Your Evidence document, where you will find further information about the evidence requirements and evidence templates. It is paramount this document is read before you submit your evidence.

## **Evidence checklist**

- Cover letter
- List of venues
- Overall witness statement one
- Overall witness statement two
- Witness statements
- Steward statements
- Auditors report
- Photographic evidence
- Video evidence
- Schedule 2 (signed)
- Schedule 3 (signed)
- Media articles