

Emergency Services Correspondence example

Name of Organisation/Organising Committee

First Line of Address

Second Line of Address

Contact Phone Numbers

Insert Date

Insert Name of Emergency Service eg NSW Fire Service, NSW Ambulance, NSW Police

First Line Address – eg Street or Postal Address

Second Line Address – Suburb, State, Postcode

To Whom It May Concern

RE: Insert name of your Event, Event Location and Event Date

The **insert name of organisation/organising committee/Event Organiser** will be conducting **insert name of event** in **insert event location** and **insert event date/s**. The event and road closures have been approved by the Local Traffic Committee and Greater Hume Council.

The event will involve road closures of **insert street names, boundaries and key landmarks**. The road closures will take place from **insert commencing time** and will be cleared by **insert end time**.

The Event Controller who will be in charge of the event site on the day will be **insert event controllers name** and they can be contacted on **insert mobile phone number, insert landline phone number and insert email address**.

We look forward to your favourable reply.

Yours sincerely

Insert name of writer

Insert position on event organising committee

Event Budget Example

Event Name _____

Budget (ex GST)

Revenue	Budget Estimate	Actual	Variance	Supplier	Notes
Sponsorship					
Corporate Sponsorship					
Corporate Membership					
In Kind Sponsorship					
Exclusive Rights					
Subtotal					
Miscellaneous					
Ticket Sales/Entry Fees					
Stallholder Fees					
Merchandise Sales					
Support from Foundations/ Individuals					
Subtotal					
Total Revenue					
Employee Related Expenses					
Event Workforce					
Additional Casual Staff					
Recruitment					
Including Volunteers					
Training					
Uniforms/T-Shirts					
Subtotal					
Operational and Logistical Expenses					
Venue					
Venue Hire					
Waste Management					
Cleaning					
Security					
Subtotal					
Entertainment					
Artists					
APRA Licensing etc					
Fireworks/Special Effects					
Subtotal					

Expenses	Budget Estimate	Actual	Variance	Supplier	Notes
Operational and Logistical Expenses cont					
Event Catering					
Staff/Volunteers/Crew Catering					
VIP/Hospitality					
Catering					
Wait Staff					
Subtotal					
Vehicle/Transport Costs					
Fuel and Oil					
Cab Charges					
Vehicle Hire					
Accommodation					
Airfares					
Parking and Toll Charges					
Freight					
Subtotal					
Production Expenses					
Infrastructure/Sound/Lighting/Staging					
Screen					
Staging					
Audio					
Lighting					
Power					
Barricades					
Generators					
Toilets					
Fencing/Barricades					
Structures eg Marquees and Stalls					
Temporary Seating					
Subtotal					
Equipment and Furniture Hire					
Furniture, Glass and Cutlery					
Sports/Performance Equipment					
Radio Communication Equipment					
Subtotal					
Signage					
Storage					
Production of Banners/ Signage					
Subtotal					

Expenses	Budget Estimate	Actual	Variance	Supplier	Notes
Other Operating Expenses					
Marketing and Communications Expenses					
Market Research					
Brand Development eg logo and mascot					
Advertising eg Print, Radio, Television and Billboards					
Promotion eg Launch					
Website Including Domain Name and Design					
Hosting					
Letterbox Drop					
Media Centre/Work Areas					
Subtotal					
Printing/Publications					
Printing					
Photocopying Expenses					
Graphic Design					
Photography/Video					
Multimedia Production eg CD, DVD for promotion					
Record					
Subtotal					
Administrative Expenses					
Postage					
Courier					
Phone/Internet					
Mobile Phones					
Stationery					
Subtotal					
Services					
Accounting					
Legal Services					
Noise Monitoring					
Language Services (Interpreters/Translators)					
AUSLAN Interpreters					
Medical					
Consultants (Miscellaneous)					
Subtotal					
Financial					
Insurance Public Liability					
Insurance General Liability					
Tax					
Subtotal					

Expenses	Budget Estimate	Actual	Variance	Supplier	Notes
Miscellaneous Expenses					
Ticketing Costs					
VIP/Hospitality Expenses					
Consumables					
Out of Pocket Expenses (non FBT)					
Out of Pocket Expenses (FBT)					
Loss and Damages					
Donations					
Prizes and Awards					
Subtotal					
COVID 19					
Plan					
QR Code					
Restrictions					
Security					
Subtotal					
Total Expenses					
Contingency					
Contingency - A Contingency of 10% is Recommended					
Total Contingency					
Total Revenue					
Total Revenue					
Total Expenses					
Grand Total					

Event Evaluation Survey Example

We appreciate you taking the time to complete the following survey to assist us with evaluating the success if the event.

- Gender Male Female Other
- Age Under 25 25-44 45-64 65 & Over

Your usual residential postcode or suburb _____

- How did you hear about the event?
- TV Sponsor Radio Website
- Brochure Newspaper Advertising Social Media
- Other (Please Specify) _____

- How did you travel to the event?
- Car Bus Hire Car
- Train Plane
- Other (Please Specify) _____

Name of town you stayed in _____

- Number of nights stayed None 1-2 3-5 6 Plus

- What type of accommodation did you use?
- Hotel Motel Caravan Park/Cabins
- Friends/Family Self Contained Serviced Apartment
- Farm Stay/B&B
- Other (Please Specify) _____

- Number of people who attended with you None 1-2 3-5 6 Plus

- Who attended with you?
- Single/Partner Couple Friends
- Tour Group Children Under 12 Children Over 12
- Stall Holder/Performer
- Other (Please Specify) _____

Did the event meet your expectations?

Yes

No

Comments

Would you attend this event again?

Yes

No

If No, why?

Would you recommend this event to others?

Yes

No

If No, why?

What was the highlight

of the event for you?

What improvements could be made?

Did you visit other venues or participate in other activities whilst in the region?

Café/Restaurants

Sightseeing

Attractions

Visit Friends/family

Other (Please Specify)

Other comments

Event Marketing Plan

This plan has been designed as a guide to assist in the preparation of a Marketing Plan.

Event Name													
Event Date Check for competing events, visit #greaterhumecouncil													
Time(s)													
Location													
Background How did the event start? Is it a one-off or regular event? Is there a community, charity or commercial focus?													
Event Description Briefly describe what will be happening at the event.													
Objectives Identify your primary objectives of your event. What is the outcome you are trying to achieve?	Objectives should be measurable. Examples might be to raise a specific sum, opportunities for youth, entertainment, historical or cultural benefit etc. 1 2 3												
Target Audience Describe the people you will be targeting. Consider their general interests (consider what will appeal to them and activities available).	People:												
	<table border="1"> <thead> <tr> <th></th> <th>Males</th> <th>Females</th> <th>Singles</th> <th>Families</th> <th>Couples</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Males	Females	Singles	Families	Couples	N/A					
		Males	Females	Singles	Families	Couples							
	N/A												
Age Group:													
<table border="1"> <thead> <tr> <th></th> <th>Under 18</th> <th>18-24yrs</th> <th>25-39yrs</th> <th>40-54yrs</th> <th>55+yrs</th> </tr> </thead> <tbody> <tr> <td>N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Under 18	18-24yrs	25-39yrs	40-54yrs	55+yrs	N/A						
	Under 18	18-24yrs	25-39yrs	40-54yrs	55+yrs								
N/A													
	Other audience information:												
Branding Identify the features that make your event unique or special.	Event name: Does it clearly describe your event, what the event is about? Consider a slogan. Details:												
	Logo: Does the event have a strong logo design or a specific brand? Do you have a theme? Details:												
Strategies Identify 3-5 strategies that will be used to achieve the event objectives.	1 2 3 4 5												

<p>Event Promotion Provide an overview of the measures you will use to implement your marketing strategies.</p>	<p>List methods of promotion eg. advertising, media release, invitations, letter drop, social media campaign etc</p>
<p>Budget Develop a marketing and promotion budget for your event. What percentage of your overall event budget is appropriate to allocate to this? Refer to Budget example.</p>	<p>Estimated Budget: Consider the dollar value required to implement your event (calculate estimate from budget template). Do you already have sufficient funds, are profits sufficient or do you need to seek grants or sponsorship?</p> <p>Estimated Expenditure: Consider requirements such as printing, signage, paid advertising, photography and other promotional material, etc.</p> <p>Estimated Income: Consider income from all likely sources – eg: grants, sponsorship, ticket sales, donations, sales of food and beverages.</p>
<p>Research This will help determine the likely success of the event. Research is an important part of your event planning. For regular events refer to the previous event evaluation.</p>	<p>Economic Impact: What is the volume of patronage expected to attend your event? Who are they, are you attracting local people or patrons from afar? What is the value the event will contribute to the local economy? Will participants and spectators stay locally in paid accommodation?</p> <p>Social Impact: How will the event be perceived by participants and the general community? Are there social benefits, eg improved community relationships, community pride, healthy living or cultural values?</p> <p>Is this event inclusive for all (including those with a disability)?</p> <p>Environmental Data: Is there environmental impacts? Consider energy use, sustainable (waste) practices etc.</p>
<p>Risk Management While the overall event plan will include a risk assessment, you should evaluate risks associated with your marketing and promotion.</p>	<p>Accuracy of Information: Consider the erection and dismantling of signage in accordance with safe work practises.</p> <p>Ability to Provide Services:</p> <p>Contingency Information: eg weather risks, signage implementation and management on days of extreme windy conditions.</p>
<p>Monitoring Identify steps to evaluate the success of your event. Consider items such as meeting your objectives, promotion, publicity and media attracted by your event. Other achievements and how well you managed any problems. Refer to Event Evaluation Form.</p>	

Event Planning Checklist

Task	When	Responsible	Notes	Completed
Pre Event				
Planning				
6 – 12 Months				
Go to Greater Hume Council's website under Quick Links, Events Guide tab for Events Guide.				
Go to Greater Hume Council's website, Events Calendar to consider conflicting or competing events for your preferred dates.				
Roles and Responsibilities: <ul style="list-style-type: none"> • Form an event organising committee and allocate roles and responsibilities. • Arrange an Event Organiser. 				
Type of event - describe the event: a show, parade, exhibition, is it participatory or spectator? If participatory, what are the activities involved (games, reading, exercise, etc.)?				
Estimate the size of the event (number of patrons).				
Location/venue; consider capacity, accessibility (Reception desk is at a height that is accessible for people who use wheelchairs, the speakers platform is accessible for people who use wheelchairs) and facilities.				
Venue is close to accessible public transport and accessible parking.				
PA system (microphone and speakers) for meetings/ events in a space with poor acoustics or with 16 or more people.				
Budget				
6 – 12 Months				
Prepare budget for event and monitor expenditure and income.				
Sponsorship: <ul style="list-style-type: none"> • Develop sponsorship proposal for cash or in kind. • Identify potential sponsors. • Follow up sponsorship proposals. • Develop sponsor testimonials. • Acknowledge sponsors. 				
Grants: <ul style="list-style-type: none"> • Research and prepare grant applications. • Acknowledge grant providers. • Grant acquitals. 				
Programming				
6 – 12 Months				
Review/develop event objectives.				
Develop event program.				
Book performers, entertainment and Master of Ceremonies.				
Send confirmation letters and pay deposits.				
Acknowledgment of Country/Welcome to Country				

Event Accessibility	Ongoing			
<p>Venue</p> <ul style="list-style-type: none"> • Wheelchair accessible – people who use wheelchairs can enter, exit and move about easily. • Accessible toilets. • Functioning hearing loop. • PA system (microphone and speakers) for meetings/events in a space with poor acoustics or with 16 or more people. • Venue is close to accessible public transport and accessible parking. • The speakers platform is accessible for people who use wheelchairs. • Reception desk is at a height that is accessible for people who use wheelchairs. 				
<p>Sign language interpreters</p> <ul style="list-style-type: none"> • Large public meeting / event - if the event is a large public meeting / event where members of the public do not need to RSVP or it is highly likely that people will turn up without RSVP, a sign language interpreter is booked at least 3 weeks in advance. • Meetings / Consultations - Sign language interpreters will be booked if and when any attendees/participants indicate requirement when RSVP is received. 				
<p>Invitation</p> <ul style="list-style-type: none"> • WORDING - All invitations must include the following wording "If you have any access or support requirements in order to participate fully, please let us know when you RSVP. Please note: The venue is accessible for people using wheelchairs". • FORMAT - The invitation (Word and PDF) conforms to "Guidelines for producing readable text" by Vision Australia especially in relation to minimum font size 12, font type, layout and contrast colour etc. • DISTRIBUTION - The invitation is available in Word or html format. If a PDF format is designed and distributed (hard and soft copies) this will be accompanied by electronic circulation of Word or html version containing identical information. 				
<p>Videos</p> <ul style="list-style-type: none"> • The video is captioned. • Presenters have been reminded that if the video contains any text that is not accompanied by voice over, the text will be read by the presenter. 				

Event Accessibility	Ongoing			
<p>PowerPoint presentations</p> <ul style="list-style-type: none"> Any images/photos shown/included in presentations will be described by all presenters. Any text that is specifically referred to on the screen should be read (that is, presenters do not say "As you can all see or read"). 				
<p>Documentation to be circulated prior to, or at, meeting / event</p> <ul style="list-style-type: none"> Documents (including agenda, issues papers, reports etc.) conform to "Guidelines for producing readable text" by Vision Australia. If documents are circulated prior to, or at, the event, accessible formats should be circulated concurrently or arrangements made for access to accessible formats (accessible formats include large print, Braille and Word or text versions of documents on CD, memory stick or by email). Please note - PDF documents are not accessible for people who use screen reading technology. 				
<p>Layout of room</p> <ul style="list-style-type: none"> Sufficient circulation space exists for people who use wheelchairs. Seating for people who use wheelchairs is reserved at the front or middle of the room if possible (not always at the back!). If a sign language interpreter will be present, seats are reserved at the front for people who are deaf or have a hearing impairment so they have direct line of sight and are close to the interpreter. 				
<p>Groups activities (meetings, consultations, seminars and workshops)</p> <ul style="list-style-type: none"> If group activities (including ice-breakers etc) are planned, the needs of people with disability have been considered and addressed so full participation of all participants is ensured. 				
Approvals	6 Months			
<p>Council Approvals (if required) including:</p> <ul style="list-style-type: none"> Venue Booking. Event Notification and Approval. Application for Development/Construction. Street Permits. Food and Drink Notifications. Transport Management Plan (Traffic Control Plan). Risk Assessment. Approval for Amusement Devices. 				

Approvals		6 Months			
Site Preparation and Plan: Design plan of venue/event site including: <ul style="list-style-type: none"> Plan to scale. Show North point. Area you propose to use. Indicate structures such as stage, bar, toilets. Streets binding the area. Fixed structures such as amenity blocks. 					
Food permits required from www.foodauthority.nsw.gov.au and provide a copy to Council.					
If using music, apply for APRA permit - www.apra.com.au					
Apply for Liquor Licence through Service NSW Website, Liquor and Gaming NSW.					
Risk Management		Ongoing			
Book first aid officers.					
Develop Risk Assessment Plan.					
Obtain relevant insurance and forward to Greater Hume Council for events with Council involvement.					
Develop Contingency Plans - wet weather, low attendance etc.					
Develop an emergency plan considering communication and procedures/plans.					
Are waivers and disclaimers necessary?					
Is security required?					
COVID 19		Ongoing			
Current restrictions?					
Is a plan required?					
Sufficient sanitisers, masks, signage					
QR Code posters on display					
Is security required?					
Contractors		6 Months			
Order equipment eg stage, lighting, PA system etc.					
Book portable toilets, fireworks, marquee and generators.					
Book and confirm all contractors in writing.					
Check insurance - public liability, staff, volunteers etc.					

Vendors		6 Months			
Book vendors and stall holders and confirm in writing: <ul style="list-style-type: none"> • Times of operations and venues. • Request details of electrical and other requirements. • Request copy of Certificate of Currency (insurance). • Application for temporary food premises permit. • Advise Council of Food Vendors. Seek a completed stall holders application where applicable.					
Ensure that food operators are aware of food serving requirements and notification to NSW Foods.					
Service and Equipment		Up to 6 Months			
Book required equipment, public address system, tables, chairs, signage, barriers etc. Take note of hiring conditions, particularly cancellation/refunds.					
Temporary Structures/Marquees – confirm bookings and establish set up responsibilities.					
Ensure electrical equipment is safe for use and the venue has suitable electrical capacity.					
Amenities – consider if there is sufficient toilets (including disabled toilets), are portable facilities required?					
Waste removal – discuss additional requirements with Council if necessary.					
Consider Transport Management Plan requirements ensure barriers, signage, VMS boards, traffic controllers or other requirements are arranged.					
Marketing and Promotion		3 – 12 Months			
Develop Marketing/Communication Plan (incorporating Accessibility).					
Protocols: <ul style="list-style-type: none"> • Invitations to official guests. • Aboriginal Cultural Protocols. • Auslan Interpreters 					
Design accessible promotional material.					
Design and/or update website/facebook/social media.					
Distribute accessible flyers/posters/brochures to the community.					
Submit promotional information to Greater Hume Council Tourism and Promotions area.					
Letter box drop to surrounding residents.					
Ticketing and Invitations		4 Months			
Design tickets/invitations and develop refund policy.					
What's included in the price of the ticket?					
Distribute (tickets at gate, pre-sold, online etc.) investigate ticket selling outlets and collection of tickets/RSVP's.					
Security for lost or stolen tickets.					

Security Plan		4 Months			
Book security and two way radios.					
Arrange crowd control.					
Arrange cash security, counting locations and transport.					
Cleaning and Maintenance Plan		2 Months			
Book toilet cleaners and extra paper and supplies if appropriate.					
Clean up venue/mow lawn/ clear area of debris etc.					
Organise garbage and recycling bins and waste removal.					
Other		2 - 6 Months			
Organise awards/trophies/certificates.					
Decorations.					
Organise Licensed Traffic Controllers (contact details for the Event Organiser).					
Are VIP labels required?					
Volunteers and staff.					
Prepare scripts or run sheets.					
On the Day					
Gather staff and emergency services for full briefing.					
Organise volunteer registration sign on/off area and entertainers area.					
Circulate contact list with mobile numbers and emergency numbers to all staff/volunteers.					
Confirm chain of command in case of emergency.					
Distribute incident reporting method.					
Conduct final rehearsal and sound check.					
Brief Meeter/Greeter and Minder for VIPs.					
Distribute event kit with essentials.					
Brief traffic controllers on site.					
Post Event					
Removal of all equipment and rubbish.					
Thank you letters and reports to sponsors.					
Thank you letters to staff, volunteers, performers.					
Evaluation/debrief with key stakeholders.					
Close off budget.					
Hold a debrief session to look at ways of improving the event.					
Prepare final evaluation report.					
Claim the date for your next event and register with Greater Hume Council.					

Media Release Example

LOGO/NAME OF ORGANISATION

Media Release

Date

NOMINATIONS ARE NOW OPEN FOR AUSTRALIA DAY AWARDS

Greater Hume Council has many unsung heroes who generously dedicate their time and energy to our communities, now is the time to say thank you by submitting a nomination for an Australia Day Award.

Mayor, Cr Heather Wilton said, "This is a wonderful way for communities to show their appreciation of the tireless work of our many volunteers right across Greater Hume Council."

Closing date for nominations from residents of Greater Hume Council for its Australia Day 2018 Awards is Wednesday 3 December. Awards will be announced at the official Australia Day celebration to be held on Friday 26 January 2018 at Jindera.

Residents are encouraged to nominate local people/events for each of the following categories:

- Citizen of the Year
- Young Citizen of the Year
- Community Event of the Year
- Sports Award of the Year

Applications should be forwarded to the General Manager, Greater Hume Council, PO Box 99, Holbrook NSW 2644. Nomination forms for all award categories are available from Council's Customer Service Centres at Culcairn, Henty, Holbrook, Jindera and Walla Walla or at www.greaterhume.nsw.gov.au

Further information can be obtained by contacting Kerrie Wise, Tourism and Promotions Officer, Greater Hume Council on 02 6036 0186 or kwise@greaterhume.nsw.gov.au.

Steven Pinnuck
General Manager

Ends.

For further information please contact:

Kerrie Wise

Tourism and Promotions Officer

M: 0448 099 536

Post Event Evaluation Example

This form is for the use of event organisers.

It is important to allow time after an event to review how the whole event came together and to iron out any concerns or issues that may have arisen.

Name of event _____ Dates _____

Were the timeframes realistic Yes No

Ratings:

Efficiency of the organisation of the event	1 Fair	2 Good	3 Very Good
Variety of activities in relation to theme	1 Fair	2 Good	3 Very Good
Rating of event overall	1 Fair	2 Good	3 Very Good

Comments

Location/s _____

Facilities _____

Timing (any conflicts) _____

Duration _____

Facilities and venue adequate _____

What worked _____

What did not work _____

Event Success _____

Feedback from attendees _____

Would you hold the event again? _____

Publicity/Promotional Use Permission Form Example

Permission for **insert name** to use the following information;

- Personal Information eg name, likeness, image, photograph, video and voice recordings or endorsements.
- Copyright Material eg written, artistic or musical works, photographic, video or sound recordings.

At **insert name** discretion this information may be used in the following manner:

- External publications such as newspapers, newsletters and magazines;
- Council publications, such as posters, brochures, booklets and displays; videos;
- Intranet and internet sites including social media.

For the purposes of the Privacy Act 1988, these are classified as generally available publications.

Insert name will hold full usage rights and copyright of the images.

Insert name seeks your permission to use your/your child's information for such purposes. While all care is taken **insert name** is not responsible and cannot control third parties sharing and reproducing images, videos, musical works or recording once it is placed on the internet.

Acknowledgement and Consent

I acknowledge that I have read the details outlined above. I give permission for personal information and/or copyright materials in which I/my child are involved in to be used for publications and public relations activities by **insert name**. This may include use in print and electronic media, video, internet and social media. If the person is under the age of 18 a parent or guardian must sign.

I have spoken with
(Child's/Children's name/s) and they understand and are happy with how their image will be used.

First Name/s _____ Surname _____
Adult Child Under 18 Years of Age

First Name/s _____ Surname _____
Adult Child Under 18 Years of Age

First Name/s _____ Surname _____
Adult Child Under 18 Years of Age

Address _____

Postal Address _____

Phone Mobile _____

Signature _____ Date _____

Name Parent/Guardian _____

Signature Parent/Guardian _____

Keep a Copy for Your Records.

Risk Warning and Waiver / Disclaimer Example

Waiver Example

As organiser of **insert name of activity**

On **insert date**

Risk Warning and Waiver of Contractual Duty of Care

Civil Liability Act, 2002

Contract for the supply of **insert name of the type of activity being conducted**

By participation in the name of the event today I agree to do so at my own risk.

I know that my agreement operates to exclude any liability in negligence for harm that I may suffer.

I have been warned that this recreational activity may cause physical harm to me or to someone under my control or accompanying me, and I confirm that I do not have a condition, medical or physical, that could prevent me from, or be aggravated by, participating in this activity.

Examples of the risks I have been warned about include:

- | | |
|--|--|
| <ul style="list-style-type: none">• Tripping, slipping and falling• Collision with someone or something• Something giving way unexpectedly• Back injury, strains• Spillage and burns• Trip hazard | <ul style="list-style-type: none">• Bites and stings• Sharp tools and equipment• Sun• Poisoned by chemicals• Injury from falling branches• Car accident |
|--|--|

Participants Name

Signature

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Another way that a waiver can be used is in a letter to the participants when you are inviting them to participate in your event.

The letter may contain other relevant information that they need to be aware of, such as details of the event, insurance and other requirements, and at the same time requires confirmation of their participation by signing the letter or attached containing among other information, the following wording:

Risk Warning - Civil Liability Act 2002

I/we agree to participate in this event at my/our own risk and to indemnify and keep indemnified the **insert committees name here** against all claims, suits, actions or demands which may be brought in respect of any injury or other loss sustained by me/us or anyone participating in the **insert name of the event** and agree to exonerate the **insert name organising committee name here** from all responsibility and from all loss or injury to any person due to alleged liability or otherwise.

Signed _____

Name _____

Position _____

Organisation _____

Date _____

Note (If under the age of 18 years parent or guardian signature is required)

Disclaimer Example

Sample 1

Considerable care has been taken in the production of this **insert document type**. No responsibility can be accepted for any errors or omissions; however the publishers would welcome any advice from users of any inaccuracies or desirable amendments.

Sample 2

Every effort has been made to ensure the accuracy of this **insert document type** and all details were correct at the time of publication. All information and facilities indicated on the individual entries have been provided by those businesses. Prices and facilities shown are subject to change without notice.

Important Note:

These are samples only.

It is important that you first seek legal advice on the best approach for your organisation.

Sponsorship Proposal Correspondence Example

Insert Name
Insert Address
Insert Date

Dear **Insert Salutation**

Insert Subject/Name of Event

I am writing to you regarding the **insert name of event** to be held at **insert location** on **insert date/s**. You would be aware that the **insert name of event** was held on **insert date** and proved to be an outstanding community event with large numbers of people enjoying the **insert a description of the event/entertainment provided**. You can read more about the event in the attached prospectus.

This year, the organising committee would like to offer **insert prospective sponsor's name** an opportunity to be a major sponsor of the event.

We are seeking the sponsorship of \$ **insert amount** which would provide **insert a description of what the sponsor receives eg advertising**.

As a sponsor for the event **insert prospective sponsor's name** will receive the following benefits:

- **Insert prospective sponsor's name logo included on all event signage at venues;**
- **Insert prospective sponsor's name logo in all event marketing print material and possible newspaper advertising;**
- **Insert prospective sponsor's name brand in the event program;**
- **Verbal acknowledgement at the event.**

Read more about the package in the attached prospectus.

This event is exceptionally well patronised by the community and we are sure that through your support of the **insert year/date/s event, insert prospective sponsor's name** will gain significant exposure and recognition as an organisation committed to the local community.

Thank you again for your support, should you have any questions concerning event details please contact **insert contact person's name and contact details**.

Looking forward to your favourable reply

Yours sincerely

Transport Providers Correspondence Example

Name of Organisation/Organising Committee

First Line of Address

Second Line of Address

Contact Phone Numbers

Insert Date

Insert Name of Transport Providers eg Local Bus Services

First Line Address – eg Street or Postal Address

Second Line Address – Suburb, State, Postcode

To Whom It May Concern

RE: Insert name of your event in event location on event date

The **insert name of organisation/organising committee** will be conducting **insert name of event** in **insert event location** on **insert event date/s**. The event and road closures have been approved by the Local Traffic Committee and Greater Hume Council.

The event will involve road closures of **insert street names, boundaries and key landmarks**. The road closures will take place from **insert commencing time** and will be cleared by **insert end time**.

The event organiser who will be in charge of the event site on the day will be **insert event controllers name** and they can be contacted on **insert mobile phone number** or **insert landline phone number**.

Yours sincerely

Insert Name of Writer

Insert Position on Event Organising Committee

Note: This correspondence is only applicable should the event fall on operating days of the transport provider, for example, if the operator provides a bus service during weekdays (eg school buses) and the event is to occur on the weekend, this form would not be required.