

## 2018/19 MAJOR EVENT SPONSOR PROGRAM

### Stream 1 | \$3,000 or less | July 2018 to June 2019

**Intent:** To deliver economic benefits to the Dubbo Region via the attraction and retention of major events

Please refer to the Major Event Sponsor Program's **Eligibility Criteria and Guidelines** prior to submitting an application.

Please submit this application no less than 4 weeks prior to the event commencing to: [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au)

Event information	
Owner of event	
To be eligible for funding the event owner must:	
<ul style="list-style-type: none"> <li>i. Deliver at least \$30,000 into the region (for events held in Wellington)</li> <li>ii. Deliver at least \$50,000 into the region (for events held in Dubbo)</li> <li>iii. Have at least 3 years' experience or delivered at least 3 events of a similar scope</li> <li>iv. Have a minimum of \$20M Public Liability (Please attach copy of Certificate of Currency)</li> </ul>	
Venue	
Date of event	
Bump in date/s	
Bump out date/s	
<b>Estimated attendance</b>	
LGA residents	
Day trippers (outside LGA)	
Overnight visitors	
Please provide a description of your event (max 300 words)	

<p>Please outline three events you have delivered that are of a similar nature or scope.</p>	<p>1. _____</p> <p>2. _____</p> <p>3. _____</p>
<p>Do you intend to hold this event in the Dubbo Region in subsequent years?</p>	<p>Yes   No   undecided</p> <p>if yes, please indicate which years:</p> <p>2020   2021   2022   other</p>
<p>Will the event be held outside a NSW school holiday period or long weekend?</p>	<p>Yes   No</p>

<p>It is expected that all events held in the Local Government Area are arranged and delivered in a safe and sustainable manner.</p> <p>Council may request a copy of plans as part of its assessment of your application.</p>	<p>Please indicate which plans are in place to support your event:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Running sheet including roles and responsibilities</li> <li><input type="checkbox"/> Risk Management Plan Incorporating Emergency Evacuation Procedure</li> <li><input type="checkbox"/> Accessibility Plan</li> <li><input type="checkbox"/> Waste Management Plan</li> <li><input type="checkbox"/> Traffic Control Plan (where applicable)</li> </ul> <p>If food is being prepared and provided at your event you will be required to understand your requirements in regard to</p> <ul style="list-style-type: none"> <li>• Temporary Event Food Guidelines</li> </ul> <p>Is food being prepared and provided at your event?    Yes    No</p>
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## Application for financial support

(Please note that in accordance **Eligibility Criteria and Guidelines** all events receiving funding are required to return benefits commensurate with level of funding approved. See below.

Details (what will the funds be used for)	Amount (if known)
	\$
	\$
	\$
	\$
<b>Total (must not exceed \$3,000)</b>	<b>\$</b>

Applicant's contact details	
Name	
Telephone	
Email address	
Event Owner's details	
Event Owner	
ABN	
Telephone	
Email address	
Postal address	
Is your organisation registered for GST?	Yes No

To be completed by applicant as part of initial application to streamline this process. Completing this section does not guarantee the success of your application.	
Banking Institution	
BSB	
Account name	
Account number	

Have you received any other forms of funding for this event from Council?	Yes No (if no, why not)
<b>(if yes, you are ineligible to apply for funding under the Major Event Sponsor Program)</b>	
Have you attached Certificate of Incorporation?	Yes No (if no, why not)
Have you attached Certificate of Currency for \$20M Public Liability?	Yes No (if no, why not)

Please submit this application no less than 4 weeks prior to the event commencing to: [council@dubbo.nsw.gov.au](mailto:council@dubbo.nsw.gov.au)

## Outgoing Sponsorship Benefits Matrix

Return benefits to Dubbo Regional Council

Value of sponsorship	Up to \$5,000	\$5,001 - \$10,000	\$10,001 - \$15,000	\$15,001 - \$20,000	More than \$20,001
DRC brand recognition on appropriate printed material	●	●	●	●	●
Distribute Regional marketing material such as Visitor Guides	●	●	●	●	●
Provide feedback to Council via survey seeking outcomes	●	●	●	●	●
Images of the event to support destination marketing activity (on request from Council)	●	●	●	●	●
Acquittal Form A	●	●	●	●	●
Acquittal Form B		●	●	●	●
Provide feedback to Council via survey seeking outcomes		●	●	●	●
Acknowledge DRC support via digital platforms (website / social media)		●	●	●	●
Acquittal Report provided no later than 60 days from the completion of the event		●	●	●	●
PA announcement or signage at the activity / event			●	●	●
Acknowledge support via pro-active promotion or advertising (radio / tv / print)			●	●	●
Complimentary tickets / invites to launch, VIP function or an event				●	●
Naming right of an event / activity or space					●