



SUPPORT FOR YOUR EVENT

Planning an event worthy of a standing ovation doesn't need to be a stressful experience. Dubbo Regional Council has a proven record in event attraction, delivery and support. Our team can provide strategic advice, support and promotional opportunities to help maximise attendance and help make your event a great success.

Council's events team boasts a combined 50 years experience in strategic event attraction and event management capability. It offers significant support to new event activity, as well as support for time-honoured local events. The team's experience in the delivery of festivals, sporting events and conferences means that they have an acute understanding of your needs.

THE EVENTS TEAM CAN ARRANGE AND FACILITATE:

- Meetings with event organisers to discuss plans and timing
- Site recces of the Region's various indoor and outdoor venues
- Meetings with managers of Council-owned venues
- Scoping meetings with key staff of Council providing specialised advice on matters such as approvals and traffic control.

OTHER SERVICES INCLUDE:

- Provide contacts and suppliers for the events industry
- Provide destination copy and images for key marketing collateral
- Promote your event on dubbo.com.au, visitwellington.com.au and visitsw.com.au
- Suggest tour inclusions or social activities.

FOR EVENTS DEEMED TO BE KEY ECONOMIC DRIVERS FOR THE REGION THE TEAM WILL:

- Develop a "VIP Welcome Passes" comprising of special offers provided by the Region's attractions, restaurants and the retail sector for distribution to delegates/participants
- Facilitate CBD promotion programs to engage the local community and create excitement in the Region.

EVENT ORGANISERS TOOLBOX

Event Starter Guide

The Event Starter Guide has been developed to assist event organisers who are planning an event in the Dubbo Regional Council Local Government Area. You will gain a greater understanding of the many factors to consider for both the approval of and smooth functioning of events.

Event Starter Guide (2.6MB)

Event Application Form

This Event Application Form is required if you are staging your event on (or in part) on a Council road, footpath, reserve or park. This form does not require completion if the event is being held within a designated event venue.

Applications should be submitted between twelve (12) and six (6) months in advance. Before completing this form please refer to the above Event Starter Guide.

Event Application Form (611.5KB)

Templates

- Template - Risk Management Plan (33.1KB)
- Template - Event Management Plan (1.4MB)
- Template - Incident Report (16.2KB)
- Template - Sponsorship Proposal (21.6KB)
- Template - Sponsorship Agreement (19.2KB)
- Template - Volunteer Application Form (22.2KB)
- Template - Volunteer Needs Assessment (20.3KB)
- Template - Volunteer Induction Checklist (22KB)

Resources

- Form - Special Event Transport Management Plan (1.8MB)
- Dubbo Events Guide
- Media Contacts (502.1KB)
- Temporary Event Banners Guidelines (627.2KB)
- Food Guidelines at Temporary Events (531.4KB)
- Amusement Device Application Form (91.3KB)
- Toolkit for Accessible and Inclusive Events (1.2MB)
- National Volunteer Guide (4.5MB)
- Template Market Event Management Plan (24.8KB)

- [Event Calendar Guidelines \(983.8KB\)](#)
- [How To: Uploading Events \(722.5KB\)](#)

Funding

- [Dubbo Regional Council's Event Development Fund](#)
- [Dubbo Regional Council's Major Event Sponsor Program](#)
- [Destination NSW Event Funding](#)
- [Regional Arts NSW](#)

FURTHER INFORMATION

For further information contact Dubbo Regional Council's Marketing, Events and Partnership team on (02) 6801 4000 or marketingandevents@dubbo.nsw.gov.au

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I'M LOOKING FOR



MAJOR WORKS

Council currently has over \$50 million in capital works and major projects underway across the Dubbo ...

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