New Event Proposal

If you have an idea for a major new event that you would like to hold in the Shire of Kalamunda the first step is to put together an Event Proposal. This is a summary of what you are planning to do. Identifying this information early in the event-planning process ensures everyone has a broad understanding of your event prior to progressing to the more detailed planning and decision-making stage.

Once the Events Team has this information we will contact you to discuss it in more detail. Please note that you will still be required to complete an event application form prior to your event being granted the necessary approvals.

YOUR EVENT PROPOSAL

The amount of detail required in your event proposal will depend on the scale of the event. However event proposals generally share many common components. The information that your event proposal should convey includes, but may not necessarily be limited to, the following:

- What is the event?
- When will the event happen?
- Where will the event take place?
- What will happen at the event?
- Who will attend the event?
- Who will plan and run the event?
- Why are you holding the event?
- How much will the event cost and who will pay for it?

DEVELOPING YOUR EVENT IDEA

Your proposal provides a summary of the key elements of the proposed event, which can then be discussed in more detail and developed with the Shire of Kalamunda Events Team.

Identifying the aim, objectives and format for the event early will make the event planning process more straightforward and will put you in a better position to determine the level of resources you will need to make the event a success.

Please assist us by providing preliminary information on the attached form and returning it to the Shire Events Team at events@kalamunda.wa.gov.au.

YOUR DETAILS

Name of Organisation:_____

Contact: _____

Postal address:_____ P/Code: _____

Phone: _____Mobile:_____

Email:_____

YOUR PROPOSED EVENT

Please describe your event in detail considering the following relevant information:

Your event name? _____

Proposed dates of your event? _____

Proposed location/s of your event? _____

How will your project be funded?_____

_____

How many people do you anticipate will attend your event?_____

How will you promote your event?_____

Will you require traffic management for your event to take place? YES ☐ NO ☐

If yes, details: _____

_____

EVENT IMPACT

How have you identified the need for your event? _____

_____

How will you know if your event has been a success? _____

_____

How will your event benefit the community? _____

_____

Are you planning for this project to be repeated beyond this year's event? _____

CONSULTATION

Have you already consulted with the Shire of Kalamunda about your event? YES ☐ NO ☐

Have you consulted with other organisations who may be affected or who could support you with this event? YES ☐ NO ☐ If yes, details: _____

_____