

# The Wyndham Learning Festival 2019

## Events Registration Form

**Due Date Friday 31<sup>st</sup> May** send back to [contact@wynlearnfestival.org.au](mailto:contact@wynlearnfestival.org.au)

Thank you for expressing interest in registering a learning event for the Wyndham Learning Festival for 2019. This year's festival will be the fourth Learning Festival, to be held from 1-8 September and encourages people to try free learning events for all ages and interests across the City of Wyndham. Please provide information for all sections in this form and submit **by Friday May 31<sup>st</sup>** to be included in the printed program guide. PLEASE see sample form for guidance in completing the form.

<b>Name of Organisation</b>			
<b>Key contact person/s</b>			
<b>Contact details – Email and Phone Number</b>			
<b>Event name</b>			
<b>Day and date</b>			
<b>Start and end time</b>			
<b>Venue name and address</b>			
<b>Age groups (Early Years, School years, Young adults, Adults &amp; Seniors, All ages)</b>			
<b>Description (35 words or fewer)</b>			
<b>Booking information (Bookings required/not required and relevant information)</b>			
<b>For more information (website/email/Facebook and/or phone details)</b>			
<b>Is your event a public event or private invitation only event?</b>			
<b>Have you attached a photo for publicity?</b>	Yes	No	
<b>Is the venue covered by public liability?</b>	Yes	No	Not sure
<b>Does your venue have disability access?</b>	Yes	No	Not sure
<b>If your activity involves children you must have a valid Working with Children Card.</b>	Yes	No	N/A
<b>I agree to provide feedback about our event to organisers.</b>	<input type="checkbox"/> Please tick		

Please print or copy as many forms as required. If you fill in electronically the form may continue onto additional pages. Please email [contact@wynlearnfestival.org.au](mailto:contact@wynlearnfestival.org.au) or ring Meg on 9742 4013 for more information.

Privacy Statement: Your personal information is being collected by Wyndham Community Education Centre for event approval and including in the printed program guide. For further information on how your personal information is handled, visit our Privacy Policy at <https://www.wyndhamcec.org.au/website-privacy>

## Sample Form

<p><b>Event name</b> Community Kitchen Green Gourmet</p> <p><b>Day and date</b> Friday 7 Sept</p> <p><b>Start and end time</b> 10-1pm</p> <p><b>Venue name and address</b> Community Kitchen, 1 Green Rd, Wyndham Vale</p> <p><b>Age groups</b> Adults &amp; Seniors</p> <p><b>Description</b> Enjoy the taste from the community garden. Learn how to cook delicious vegetarian dishes from home-grown vegetables and herbs that even meat lovers will devour! BYO apron and container.</p> <p><b>Booking information</b> Bookings required. Contact 9742 1111 or email <a href="mailto:commkit@enlive.org.au">commkit@enlive.org.au</a></p> <p><b>For more information</b> Visit <a href="http://www.commkit.org.au">www.commkit.org.au</a></p> <p><b>Is your event a public or private invitation only event?</b> Public</p>	<p><b>Event name:</b> Use an interesting title to capture the reader's attention.</p> <p><b>Details:</b> Include all details so it is clear where, when, how long etc. your event takes place.</p> <p><b>Age groups:</b> Choose one or more age groups appropriate for your event. i.e. Early Years School Years Young adults Adults &amp; Seniors All ages If you have a specific age range you can also include i.e. School years 10-13 yrs</p> <p><b>Description:</b> Use words in your description to excite people to join your event. If you have further information you can add it here.</p> <p><b>Bookings:</b> It is very important to have clear bookings information. How will people book? Online booking i.e. Eventbrite or Facebook? Or email or phone. Think carefully about what will work for you. If they do not need bookings add 'no bookings required'.</p> <p><b>More information:</b> How can potentially interested people learn more about your event? Website, Facebook, phone call, email? Provide details that suit your event.</p>
<p>Have you attached a photo for publicity? Yes <input checked="" type="checkbox"/> No</p> <p>Is the venue covered by public liability? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure</p> <p>Does your venue have disability access? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Not sure</p> <p>Working with Children Card Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A</p> <p>I agree to provide feedback about our event to organisers. <input checked="" type="checkbox"/> Please tick</p>	

We will promote your event leading up to the festival and in return we ask that you provide feedback to us so that we can further improve this event in coming years.

Visit [www.wynlearnfestival.org.au](http://www.wynlearnfestival.org.au) for more information about the festival including a Wyndham Learning Festival Resource Kit with checklists, logos and other resources.