



Event Holders' Toolkit

1-7 September 2024



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What is the Wyndham Learning Festival?

[Wyndham Community & Education Centre](#), with commitment and support from [Wyndham City Council](#) and partners, is proud to bring this exciting learning initiative to the community of Wyndham and beyond. The Wyndham Learning Festival (WLF) emerged from Wyndham City Council's [Learning Community Strategy 2018-2023](#) and continues to be at the forefront of the [Learning Community Strategy 2024 -2029](#).

The City of Wyndham is one of the fastest growing areas in Melbourne and, as a community, faces many challenges for its successful future. As a designated UNESCO Learning City, learning is key to Wyndham's vision of a socially inclusive city with high levels of employment and overall community satisfaction.

The Wyndham Learning Festival is an important annual celebration that honours lifelong learning and embraces the diverse community of Wyndham. This inclusive festival brings together people of all ages and backgrounds, offering a wide array of **FREE** learning activities across the city. Its primary goal is to unite individuals through the joy of learning, encouraging them to explore new experiences and promoting education across various age groups: from early years and school-aged children to young adults, adults, and seniors.



Extensive research underscores the benefits of continuous learning. It not only contributes to better health, increased prosperity, and heightened happiness but also cultivates a community that is more resilient and adaptable to change. A community dedicated to learning can swiftly apply new skills, confidently seize opportunities, and adapt to an ever-evolving landscape.

The Festival stands as a beacon, advocating for the importance of learning by offering diverse opportunities for personal and collective growth. By inspiring individuals to step out of their comfort zones and embrace learning, the Festival nurtures a culture of curiosity, growth, and adaptability within the community.

WLF 2024 theme: Empowering Communities through Lifelong Learning

The Wyndham Learning Festival in 2024 has been curated based on feedback collected from the Festival's working group and the vibrant Wyndham community. Set to unfold from September 1 to 7, this year's festival will be limited to a select number of in-person and virtual events spanning the seven days.

Events will connect with the specific needs, interests, and aspirations of the diverse Wyndham community. By closely aligning with the pulse of the community, the Festival aims to create a highly engaging and enriching experience for all participants.

The intentional curation process ensures that every event, whether in-person or virtual, directly responds to the community's desires and needs. This approach guarantees that attendees will find meaningful and relevant opportunities for learning and personal development throughout the festival.

The theme ***Empowering Communities through Lifelong Learning*** underscores the Festival's commitment to creating opportunities that not only impart knowledge and skills but also cultivate a sense of belonging and empowerment among all participants.

Through this theme, the Festival endeavours to instil a sense of ownership and agency within the community, emphasising that learning is not just a personal endeavour but a communal asset. It highlights the role of education in fostering resilience, inclusivity, and unity within Wyndham, thereby paving the way for a stronger, more cohesive community.

Events will be selected based on eight categories representing lifelong learning. These categories ensure a diverse program covering many aspects of personal and community development for all attendees.



Who can be an WLF event holder?

The opportunity to register interest in running an event at the WLF is open to anyone willing to provide a free learning activity. All events must be free for the duration of the festival and, if in person, be held in Wyndham.

Organisations that have previously participated in the WLF include:

- Individuals
- Interest groups
- Vocational and higher education institutions
- Museums
- Schools
- Businesses
- Community sheds
- Community centres
- Clubs
- Kindergartens and playgroups
- Libraries
- Galleries and art spaces
- Tourism venues

“Our community group had a fantastic time preparing and delivering this event as a service to our community to raise awareness about climate solutions that could have a positive impact in our local communities in Australia and across the Pacific Ocean.” 2023 Event Holder

Why run an event?

Participating in the Wyndham Learning Festival offers many benefits for both event holders and participants. Lifelong learning improves quality of life, boosts confidence, and motivates personal and career growth. It also gives community groups a platform to share their views and exposes organisations to diverse community segments.

Hosting an event involves coordination and management, fostering skills in leadership, networking, public speaking, and event planning. Moreover, contributing to the WLF actively enhances community skills and knowledge, making a broader impact on community capabilities.

Some event ideas to get you thinking include:

- Promoting a new program or technology.
- Highlighting some positive practices that others can learn from e.g. “Sustainable living in the community” or “How to pack healthy school lunches”.
- Sharing your existing programs or learning opportunities.
- Promoting a cause or awareness.
- A way of celebrating a milestone. i.e. opening of a new building; or a new service or even the learning achievements of your team.

Planning a learning event

Whether your event is live or virtual, a successful event takes careful planning and presentation. Below are some points to consider.

Audience

Inclusivity, diversity, and safety are key to community engagement and the Wyndham Learning Festival's objective. The Learning Festival aims to have an array of activities that attract audiences from all life stages from early years to seniors. Some events may focus on one target group while others may cross age groups or be open to everyone. **You will be asked to define your target audience on the registration form.**

Life stages have been grouped in the following categories: early years, school years, young adults, adults & seniors, and learning for all ages.

As an event holder, finding your audience is your primary responsibility. While the Wyndham Learning Festival organisers will provide support by promoting events on our website and social media, attracting participants ultimately falls on the event holder.

Successful applicants are strongly encouraged to take advantage of our free information session in June. Here you will receive information about marketing and planning, empowering you to create a successful event.

Please consider accessibility for **all** participants including people with disability or additional needs. For wheelchair access, the entry should be 1.2m wide or more, and steps should be avoided to facilitate easy access.

Auslan interpretation is for members of the deaf community who use Australian Sign Language as their primary or preferred language of communication. If you would like to learn more about Auslan check out Auslan Signbank.


Participants who are visually impaired may require additional assistance or adjustment of any print / visual information shared. The following sites have some great information for you to consider when planning your event. [Hosting accessible and inclusive in-person meetings and events](#) | [IncludeAbility](#) and [ADCET - Australian Disability Clearinghouse on Education and Training](#)

**Please note that a current [Working with Children's check](#) is required for all presenters if your event involves children or it is likely that children will attend.

Define your objective

The WLF is a platform to highlight learning opportunities from individuals, organisations, or community groups aiming for positive outcomes. Clearly defining your objectives and outcomes helps craft a focused message, aiding communication and attracting the right participants. Remember to align your objective within any of the eight learning categories outlined above when planning your various learning activities.

Have a look at some of the most popular events from 2023 below. You can find more detail on these and other past events on the WLF website [Past events - Wyndham Learning Festival \(wynlearnfestival.org.au\)](https://wynlearnfestival.org.au)




Make a Natural, Vegan and Eco-Friendly Beauty Routine
by Mademoiselle Organic

Date And Time
05-09-23 @ 02:00 PM to 05-09-23 @ 03:30 PM

Location
Central Park Community Centre, 89 Lonsdale Circuit, Hoppers Crossing - Activity Room 3

Event Types
Adults All Ages Seniors Young Adults

Event Category
Environment & Sustainability
Wellbeing & Self-Care




Water for Life
by National Aboriginal Mothers

Date And Time
08-09-23 @ 10:00 AM to 08-09-23 @ 12:00 PM

Location
MURRAY INQUIRY (VIC UN) FARMER 1999
CIRCUIT

Event Types
Adults All Ages Seniors Young Adults
Youth/Active

Event Category
Environment & Sustainability
Wellbeing & Self-Care




Art You OK?
by Wyndham City Arts & Culture Team

Date And Time
01-09-23 @ 11:00 AM to 03-09-23 @ 03:00 PM

Location
The Annex@ Wyndham Cultural Centre - 177 Welton Street, Wertheim

Event Types
Adults Seniors Young Adults

Event Category
History, Culture & Diversity
The Arts
Wellbeing & Self-Care



SUPERCHARGE YOUR MARKETING WITH CHATGPT: A PRACTICAL WORKSHOP
by Loren Bartley

Date And Time
01-09-23 @ 12:00 PM to 01-09-23 @ 01:00 PM

Location
Business Addicts Coworking, Suite 2-3, 263 Old Geelong Road, Hoppers Crossing, VIC

Event Types
Adults

Event Category
World of Biz & Tech

Event format

Learning events can be live (in-person) or virtual (online) and formal or informal. They can be open to the public or private invitation-only events. Events can be created specifically for the WLF, or they can be something you are already doing. The event can be as big or small as you like.

You have the flexibility to present your event live or pre-recorded. It can be showcased independently or with a live introduction, followed by the pre-recording, and then a Q&A session– the possibilities are endless!

Venue hire

When considering the logistics of your event, plan your venue early. Book a space of suitable size to accommodate the number of participants, seating, cost and any additional needs of your participants or guests.

The [Wyndham City Council website](#) has links to a range of local community centres for venue hire. Some venues will offer **FREE** bookings for events held as part of the Wyndham Learning Festival. Please contact the specific venue for enquiries and be sure to mention that your event is part of the Wyndham Learning Festival.

****Please book your venues early to avoid disappointment.**

Budget

There is no allocated funding provided for event holders for the Wyndham Learning Festival. Each organisation is encouraged to run an event that suits their organisation, capacity, and budget.

If appropriate to your event, your budget should consider:

- Equipment, room hire, staffing and resources.
- Booking guest speakers, presenters, or trainers.
- Marketing and promotion.

The Learning Festival Working Group may be able to offer guidance on available grant options if approached with enough lead time. Wyndham City Council provides [small grants](#) for community organisations making it beneficial to consider applying within a reasonable timeframe.

Safety and risk management

The safety of the public, volunteers and staff involved in any event is of the highest priority and must be considered in all aspects of event planning. The scale of each event should determine the planning and documentation required. Event risk management is the careful examination of your event activities to identify any potential hazards, allowing control measures to be introduced to reduce the risk to the lowest practical level. A risk assessment is a document that details all potential risks and control measures (where required) and should be constantly reviewed. For sample templates and more information see [Advice for managing major events safely | WorkSafe Victoria](#).

When creating your plan, you need to consider all types of risks/hazards that could possibly occur which could include:

- Government regulations (Restrictions due to the COVID pandemic)
- Physical (uneven paths, busy roads, emergency access)
- Natural (rain, wind, extreme heat, and lightening)
- Chemical (fire, toxic materials)
- Safety (crowd control, exposed electrical and fireworks)
- Organisational (loss of reputation, negative media)
- Public liability insurance

Covid Safe Plan

It is extremely important to work with your venue to ensure you are following all the necessary COVID safety requirements. You may be required to create a COVID Safe Plan for your event in collaboration with your venue. Have a look at The Victorian Governments COVID information and start preparing now. [Coronavirus \(COVID-19\) Victoria - Better Health Channel](#). Please be sure to follow any relevant [COVID-safe guidelines](#).

Prepare for the unexpected

- Have a backup plan in case something goes wrong on the day, e.g. problems with technology, sick presenter, issues with audience access, the effects of weather on an outdoor event, etc.
- Think about whose phone numbers you need on the day of the event, any alternative arrangements you may need to plan for, and how to notify your audience of any changes.
- Make sure you email contact@wynlearnfestival.org.au of any major changes to your event or activities. This way organisers can post updates via social media and on the Facebook and website calendars.



Getting started

In addition to the information below, you will find helpful guides, videos, and more information in the event holder portal on the [WLF website](#).

Plan

Plan your event in advance. Who are the people you think would like to come to your event and how will you tell them about it? Decide on the topic, objective and outcomes, duration, and venue for your learning event.

Register your event

The first step is to create an account with an email address on the [WLF website](#) to access the event holder portal and register your event. You will need to upload all the required information, event image and documents for your application to be considered. Make sure you complete the registration **before** the cut-off date of June **16, 2024**.

Registrations are limited to one event per organisation.

There are a number of instructional videos to assist you in registering and managing your learning event. These videos can be accessed via the event holder homepage on the WLF website or in the guides at the end of this document. Please take the time to watch the videos and read the accompanying information, as they will assist in making the registration process quick and easy.

Event participants will be able to book into events directly from the WLF website. Please double check that all your information is correct to avoid confusion. This will also ensure that you receive all event queries and registration information. You will be able to go back into your event to make any updates prior to the Wyndham Learning Festival launch date of August 31.

If you are required to use a third-party booking system by your venue, it is vital that you notify the WLF organisers to allow us to include accurate numbers of expected participation in our reporting.

If you have read all the guides and information on the website and still need assistance with registering your event, please email contact@wynlearnfestival.org.au and type **REGISTRATION ASSISTANCE** in the subject field. Please note that our WLF coordination team work part time but will aim to get back to you as soon as possible.

Marketing

Consider your marketing and promotional activities early to ensure you attract positive attention and participants to your event. Social media is one of the best platforms for raising awareness of your events by posting images, telling stories, and sharing examples.

Remember to ask friends, family members, neighbours, and those in your networks to like, share, and comment on your social media posts.

WLF has a Facebook page and Instagram account where you can also share your news. Remember to use the hash tag #wyndhamlearningfestival in your posts. Event holders are reminded that whilst the WLF will assist you in promoting your event through our social media channels and website, the ultimate responsibility for marketing and attracting participants lies with the event holder.

This year we are also offering a Facebook group as a means of support and fostering relationships amongst event holders. We hope to create a community where we can share promotional ideas, tips for attracting participants and running sustainable events, and a general networking platform. You will receive an invitation to join the group once your event has been successfully registered.

Some things to consider in your marketing strategy:

- Use the **hashtag** #wyndhamlearningfestival when you are sharing events on social media.
- Create your own poster and use the official 2024 WLF logos on all promotional materials, both online and printed. You will be provided with logos and marketing images after your event registration has been confirmed.
- Email your promotional material with your **EVENT NAME- PROMO MATERIAL** in the subject line contact@wyndhamlearningfestival.org.au. This will assist us in supporting your campaign on the WLF Facebook page.
- Register your event on Councils **What's On** calendar: [Submit your event | Wyndham City](#)
- Use your own local contacts and networks leading up to the event – i.e. word of mouth, emails, newsletters, agenda items at meetings etc.
- Check the Facebook group for updates and to ask or answer questions.
- You may like to create a [Facebook event](#) to advertise your event and capture interest.
- Create a photo consent form to get permission to use photos of your participants. A consent form should include the name and contact information of the person giving the consent, the name and contact information of the photographer or event organiser, the terms and conditions of the agreement, and the signatures of both parties.

Toolkit for planning your Wyndham Learning Festival event

The Wyndham Learning Festival will help promote learning events through:

- Website events calendar
- Posters and flyers
- E-mail networks
- Media releases
- Newspaper advertising and stories
- Social media channels: Facebook, Instagram, etc.
- Various community events and forums
- Community newsletters

Don't forget to share your event on social media and tag the Wyndham Learning Festival in your photos and posts.

Facebook & Instagram: #wynlearnfestival #WyndhamLearningFestival

Email: contact@wynlearnfestival.org.au

Website: www.wynlearnfestival.org.au



Additional tips for running an online event

Equipment and filming

- Position yourself directly facing the camera within its frame, avoiding extreme angles.
- Use a stable surface or a tripod to prevent camera shake.
- Ensure a tidy background for a professional appearance.
- Film in landscape mode with the highest quality settings on your device.
- Consider using earphones with a microphone for better sound quality and to minimise distracting background noise. A dedicated microphone can significantly enhance audio.
- Aim for good lighting by placing a light source in front and above you. Utilize natural light from a window if available. Conduct a practice session at the event's time to gauge lighting conditions.
- Minimise background noise (e.g., pets, household noise) by selecting a quiet room with soft furnishings or carpeting to reduce echoes.

Planning and presentation

- Develop a detailed agenda or script outlining key points and timing for your event. Position your notes close to the camera to maintain eye contact as much as possible while referring to them. Rehearse your presentation beforehand.
- Acknowledge that long periods of sitting can be tiring for attendees. Schedule breaks, diversify content with visuals or videos, or incorporate breakout sessions for participant discussions. For extended sessions, consider splitting into two parts and include short breaks.
- Introduce yourself or the speaker, describe the session, and clarify that it is part of the Wyndham Learning Festival.
- Keep presentations concise and ensure clear, audible speech. If available, suggest using closed captioning for the audience's benefit.
- Utilize a separate device for playing background music.
- Seek audience permission to record the session for potential future promotional use. Ensure to activate the recording function within the platform.
- Request a Wyndham Learning Festival virtual background if needed.
- Towards the end of your event, request participants to complete the participant survey to help our future planning. You can put the link to the survey in the chat (if your event is online); or put the link on a slide (if you using a presentation); or we can send you a QR code to provide.

Suggested platforms for virtual and online events:

PLATFORM	COST	WEBSITE
Zoom	Free: Limited Capability Paid: Additional Features	https://zoom.us/
MS Teams	Free: Limited Capability Paid: Additional Features	https://www.microsoft.com/en-au/microsoft-teams/free
Google Meet	Free	https://meet.google.com/
Skype	Free: Limited Capability Paid: Additional Features	https://www.skype.com/en/
YouTube	Free	https://www.youtube.com/
Facebook Live	Free	https://www.facebook.com/formedia/tools/facebook-live
Insta Live	Free	https://help.instagram.com/

Photos and videography

Photos and video can capture all the highlights and memories of your event. At the start of your event, inform people that you will be taking photos, videos, or screenshots to share with your group or organisation and the Learning Festival. Photo consent forms should be completed to ensure you have permission to share these. Ask people to switch off their camera for online events or alert your photographer if they **DO NOT** want their images to be used.

Make sure you allocate someone to attend your event who is responsible for taking lots of photos (or screenshots if your event is virtual) as presenters and organisers will often find themselves too busy to undertake this task. Choose the best shots to share with the WLF and to use in your own future publicity.

Post event activities

Evaluate and share your Wyndham Learning Festival experience

When the event is done and it's a wrap, we want to hear your good news stories! Celebrate by sharing your photos, comments, and stories on social media channels. This is a fabulous way to promote your success and to share with those who were unable to attend your event.

Data collection and evaluation is an important part of running any event. Count and record how many people attend your event, a simple sign in sheet is often the easiest way to collect this information.

Following the conclusion of the Learning Festival, you will receive two online survey forms — one for participants and one for the event holder. Simply email the participants the link that will be provided to you, so that we can collect their valuable feedback for continuous improvement. This is also a wonderful opportunity to thank participants for attending your event and contributing to its success. Kindly ensure the completion of the event holder's survey by September 20, 2024.

Wishing you an enjoyable and successful Wyndham Learning Festival!

For further information, contact
the Wyndham Learning Festival Co-Ordinator on 0478 740 941 or email
contact@wynlearnfestival.org.au



EVENT CHECKLIST

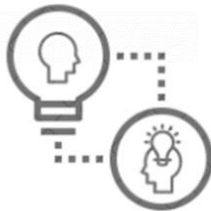


Print this check list to help manage your learning event.

Email contact@wynlearnfestival.org.au with any feedback or questions.

Pre-planning

- Audience
- Objectives
- Type of event
- Budget
- Number of participants
- Invitation list (if appropriate)
- Consider any VIPs you are requesting to attend
- Legal and insurance requirements



Publicity

- Create your promotional material adding the WLF logo
- Share and tag promotional material on social media
- Promote to your networks and friends
- Invite media to your event or write a media release
- Nominate a person to record or photograph your event. (Or take screenshots if online!)
- Share your event photos and stories with the #wyndhamlearningfestival on social media



Planning

- Set date and time
- Decide if your event will be live or virtual
- Plan your platform / Book a venue
- Create an event timeline or schedule
- Register your event on the WLF website
- Think about marketing including social media
- Book guests speakers, presenters, or trainers
- Book equipment and resources needed
- Develop a risk management plan
- Create and send invitations

Evaluation

- Share feedback with WLF organisers
- Collect feedback from participants
- Complete event holder survey
- Pass on WLF survey (provided) to attendees





KEY DATES



Below are the key periods for WLF event holders. You will be provided with exact dates throughout the year.

APRIL

EARLY TO MID MONTH

- Potential event holders contacted and invited to initial face-to-face planning and information session to be held in early May.
- Start thinking about event possibilities, venues, and dates.

LATE MONTH

- Read through the Event Holder Toolkit in preparation for the information session.



MAY

EARLY MONTH

- Initial face-to-face planning and information session for interested event holders. (1 May)

MID MONTH

- Begin planning your event. Consider the event type, your audience, date and time, and location or venue.

LATE MONTH

- Finalise event details and upload your application on the WLF web site.

JUNE

EARLY TO MID MONTH

- Event registrations close. (16 June tbc)
- Successful applicants contacted.

LATE MONTH

- Second information session for successful applicants to assist with event marketing. (26 June tbc)

JULY

EARLY MONTH

- Start or continue marketing your event.

MID MONTH

- Personalise your promotional material and send through relevant marketing to WLF event organisers.

LATE MONTH

- Promote, promote, promote! Build your audience. Are there other WLF events you can team up with and cross promote?

AUGUST

MID MONTH

- Haven't got the registration numbers you expected? Let the WLF team know and we can help promote your event.
- Two weeks prior to event, send email asking participants to confirm their attendance.

LATE MONTH

- Two days before the event, send a reminder email to participants.*
- WLF Official launch - 31 August.

SEPTEMBER

EARLY MONTH

- **WLF IS LIVE!** Continue to promote right up until your event launch.

MID TO LATE MONTH

- Complete event holder feedback and send survey link to participants.

* See the suggested email templates in the Event Holder Toolkit for more information



CREATING AN ACCOUNT ON THE WLF WEBSITE

www. Q

Watch the video guide here :

<https://youtu.be/3bkul4PIECs>

1. Navigate to the website

- Open the Wyndham Learning Festival website.
- Click on the event holder login / register tab from the top menu.
- If you already have an account, you can go straight to the login page by clicking the link provided.
- Once there, you can either enter your details to access your account, or reset your password if needed.



2. Create your account



- Enter a username, email, and password.
- Confirm your password and tick the reCAPTCHA box before you can submit the form.
- Ensure you remember or record your username and password. You will need these to access the site and activate your account.

3. Activate your account

- Go to your email account and find the email from the Wyndham Learning Festival.
- Click on the link provided to activate your account.
- You will then be redirected to the event holder homepage where you re-enter your login details to access the dashboard.

No email?

Check your junk folder! If the email has ended up in your junk folder, you can add Wyndham Learning Festival to your contacts to stop this from happening again.

For more information about managing your spam folder:

[Report spam in Gmail - Computer - Gmail Help \(google.com\)](#)

[How do I remove emails from the Spam folder? - Microsoft Support](#)



REGISTERING AN EVENT ON THE WLF WEBSITE pg. 1



Watch the video guide here :

<https://youtu.be/j5KSd8wJWWA>

1. Log in to your account

- Once you've logged into your account, you can update your personal details, change your password, or add an image to your account via the dashboard on the left.



2. Privacy policy

- Immediately below your user account, you will see the privacy policy.
- Before you can proceed, please make sure you read the attached policies and click the check box confirming the policies have been acknowledged and accepted.

3. PLAN. REGISTER. MANAGE

- After you have accepted the privacy statement, you will see that the event registration has been broken into three sections. PLAN. REGISTER. MANAGE.
- You can access these three sections via the links in the top menu, or by clicking on the images further down the page.
- Please make sure to read the PLAN page and the Event Holder Toolkit thoroughly before you start the next step.

Your event will be approved once you have submitted any additional documents as required and your information has been reviewed. Check out the video for more information.



REGISTERING AN EVENT
ON THE WLF WEBSITE
pg. 2

4. The registration process

- Navigate your way to the register page and complete the organiser / organisation details form and the venue details form.
- You will need a copy of your public liability insurance certificate*, information about your organisation and the venue where you are holding the event, and any logos, images, or social media handles you want to share.



*You may upload this information at a later date, but it will need to be received before your event can be approved.

5. Submit the organiser and venue forms



- You will see a notification pop up once you've submitted the forms correctly.
- You can also check that the forms have been submitted by scrolling to the event details form. At the bottom, you will see the organiser and venue details sections. Your previously entered venue and organiser / organisation will appear as a drop-down option in the section if you have entered them above correctly.

6. Event information form

- Complete the event information form. You will need to have a detailed description of your event and an eye capturing image. The image needs to be 1920 x 1080 pixels in size and no larger than 500kb. You can use canva.com to resize image if you need to.
- See the sample event listings in the Event Holder Toolkit or browse all the past listings on the website.

7. Preview and submit



- Once you have completed all the information, submit preview to see how your event will look on the site.
- From here you can either go back and edit your listing, or press submit if you are happy with the way it looks.

Your event will be approved once you have submitted any additional documents as required and your information has been reviewed. Check out the video for more information.



MANAGING YOUR EVENT ON THE WLF WEBSITE



Watch the video guide here :

<https://youtu.be/PVAXAPQrPMw>

1. Navigate to the manage page

- Click on the manage button through the menu, or through the link on the event holder homepage.
- From here you will see your full event dashboard where you can edit your event, organiser, or venue details.



2. Access registration information



- You can also see a list of all your registrations on this page.
- Click on REGISTRATIONS, then list to see a LIST of all participants and their contact details. You can also edit their information from here if you need to.

3. Export or download registration details

- Click on registrations, then export to download the list of participant information into an excel file or document (CSV). You can use this list to send group emails about your event.
- Remember to add the email addresses in the BCC field so participants don't see each other's email addresses.



**SAMPLE
EVENT LISTING**



Why we love it...

Simple, eye catching image.

Clear event information displayed for easy reading with spaces and dot points.

Additional background information about the event organiser.

Make a Natural, Vegan and Eco-Friendly Beauty Routine

Registrations have closed



Make a Natural, Vegan and Eco-Friendly Beauty Routine

by Mademoiselle Organic • 175

Are you looking for eco-friendly, vegan or natural beauty products?

Come and learn to make them yourself, with our DIY organic skincare workshop!

Together, we'll make products that are 100% natural - you'll be pleasantly surprised how easy it is.

In this hands-on and informative class, we will:

- Answer some of the common queries: Is it easy? How long does it take? Does it work?
- Address any of your own skincare questions.
- Make four organic products in our hands - make-up remover, face serum and two scrubs!

Register now and join us in this engaging and fun workshop!

Additional Details

Date And Time

05-09-23 @ 02:00 PM to
05-09-23 @ 03:30 PM

Location

Central Park Community Centre, 80 Lorinda
Circuit, Hoppers Crossing - Activity Room 3

Event Types

Adults All Ages Seniors Young Adults

Event Category

Environment & Sustainability
Wellbeing & Self-Care

Share With Friends



Organiser



Mademoiselle Organic

Lily (she/her) is a natural and DIY beauty coach and she runs Mademoiselle Organic in Hoppers Crossing. In her workshops and online courses, she teaches people how to use organic ingredients instead of harsh and polluting chemicals. She is passionate about reducing our impact on the environment and she believes beauty is about kindness to our body, to our planet and to others. She has taught more than 2,000 people how to customise their skin care and how to adopt a gentle, personalised routine. She has also worked with many Councils, charities, companies and universities. She owns the microbrand & artisan skincare brand One + Nature. Her workshops are vegan, engaging and inclusive - all are welcome to attend.



WORK INFO

Read the full description on the WLF website <https://www.wynlearnfestival.org.au/past-events/>



SAMPLE EVENT LISTING



Why we love it....

Beautiful image showing participants what can be produced at the workshop.



Concise description with enough information to entice participants.

Rag Roping Workshop

by Wyndham City Libraries - Adults Team 112

Join us for a fun-filled morning of learning the art of rag roping!

During the workshop, you will learn how to create beautiful ropes using old rags and other materials, which will then be used to construct coasters or baskets. Our experienced instructors from A Fitting Connection will guide you through the process step-by-step, so you can create your own unique piece to take home with you.

This workshop is perfect for anyone interested in traditional crafts, upcycling, or just looking for a fun and creative activity. No prior experience is necessary, and all materials will be provided.

Don't miss out on this exciting opportunity to learn a new skill and meet other like-minded individuals. Register now to secure your spot!

Additional Details

Event registration closed.

Date And Time

07-09-23 @ 10:30 AM to
07-09-23 @ 12:30 PM

Registration End Date

06-09-23

Location

Point Cook Library, 1-21 Cheetham Street Point Cook

Event Types

Adults Seniors

Event Category

Environment & Sustainability The Arts
Wellbeing & Self-Care

Share With Friends



Full event details including multiple categories selected.

Read the full description on the WLF website <https://www.wynlearnfestival.org.au/past-events/>



SAMPLE EVENT LISTING



Why we love it...

Bright colours and clear eye catching photo.



Detailed information about the event made easy to read with the use of subheadings. Participants know exactly what to expect.

Networking Like a Star – Unlocking the Power of Connections

by Ireen AbulKasheem • 172

Are you ready to take your networking skills to the next level? Join us for an engaging and interactive workshop, "Networking Like a Star," where you'll discover the secrets to building meaningful connections that propel your professional success. In today's highly competitive business world, networking has become an essential skill for career advancement and business growth. Whether you're a seasoned professional or just starting out, mastering the art of networking can open doors to exciting opportunities and invaluable collaborations. Led by renowned networking expert Ireen Abul Kasheem, organizer of Local Business Networking Events/Founder of Weekend Business Hub and Work Plus Media, this workshop is designed to empower participants with practical strategies and proven techniques to network like a star! Through a dynamic blend of insightful presentations, hands-on exercises, and real-world case studies, you'll gain the confidence and skills needed to build a powerful network that drives your success.

Key Workshop Highlights:

Uncover the mindset of a successful networker; Learn how to develop a positive networking mindset, overcome networking obstacles, and harness the power of your personal brand.

- Master the art of making impactful first impressions: Discover the secrets to leaving a lasting impression in networking situations, including crafting an elevator pitch that captures attention and sparks meaningful conversations.
- Build genuine connections that go beyond business cards: Explore effective communication techniques, active listening skills, and relationship-building strategies to cultivate long-lasting connections that bring mutual benefits.
- Navigate networking events with ease and confidence: Gain practical tips on maximising your time at networking events, mastering the art of small talk, and gracefully exiting conversations.
- Leverage the power of digital networking: Harness the potential of social media, online platforms, and digital tools to expand your network, establish thought leadership, and attract opportunities.

Don't miss this opportunity to transform your networking game and unlock a world of possibilities. Join us for "Networking Like a Star" and discover the keys to building a robust network that propels your professional growth. **Register your spot today and start networking like a star!**

This event is part of a full day program: Small Business Expo at Central Park.

Join us for a full-day of presentations packed with incredible insights, inspiration, and valuable connections.

We've gathered a powerhouse lineup of business owners and subject matter experts who are ready to take your knowledge and skills to new heights.

For the full program and to register, use this link: [Small Business Expo at Central Park - Wyndham Learning Festival](https://www.wynlearnfestival.org.au/past-events/) (https://www.wynlearnfestival.org.au)

Event registration closed.

Date And Time

07-06-23 @ 02:00 PM to 07-06-23 @ 03:00 PM

Registration End Date

06-06-23

Location

Central Park Community Centre, 82 Loroside Circuit, Hoppers Crossing

Event Types

Young Adults

Event Category

World of Biz & Tech

WATCH VIDEO

Share With Friends



Additional video for those who prefer visuals.

Read the full description on the WLF website <https://www.wynlearnfestival.org.au/past-events/>



EMAIL TEMPLATES



The following templates are suggestions only. You can create your own reminder emails or amend the below examples.

2 weeks before the event...

Dear **[PARTICIPANT'S NAME]**,

Thank you for registering for **[EVENT NAME]** as part of the Wyndham Learning Festival. We look forward to welcoming you at **[EVENT DAY, DATE, TIME, AND LOCATION]**. Please remember to **[BRING / COMPLETE / PREPARE]**.

Registrations are still open, and we would appreciate you sharing the event details with your friends, family members, or colleagues if you think they might be interested.

If you can't make it on the day, no worries, just let us know via **[PREFERRED CONTACT DETAILS]**. We prepare our event based on the number of attendees, so we really appreciate you letting us know if there are changes to your booking. You might consider asking a friend or family member if they would like to attend in your place.

Thanks again and see you in a few weeks,

[SIGN OFF AND EVENT HOLDER DETAILS]

1- 2 days before the event...

Dear **[PARTICIPANT'S NAME]**,

We hope you're excited for **[EVENT NAME]** on **[EVENT DAY, DATE, TIME, AND LOCATION]** as part of the Wyndham Learning Festival. Remember to **[BRING / COMPLETE / PREPARE]**.

Please remember to let us know if there are any changes to your booking **[PREFERRED CONTACT DETAILS]**.

Thanks again and see you soon,

[SIGN OFF AND EVENT HOLDER DETAILS]

After the event...

Dear **[PARTICIPANT'S NAME]**,

Thank you so much for attending **[EVENT NAME]** on **[EVENT DAY, DATE, TIME, AND LOCATION]** as part of the Wyndham Learning Festival. We hope you enjoyed the event as much as we did.

We would love it if you are able to complete the attached survey at your earliest convenience. Your feedback is invaluable in helping us shape future events for the Festival.

Feel free to share your stories or images with others via social media using the hashtags #wyndhamlearningfestival **[ADD YOUR ORGANISATION'S SOCIAL MEDIA TAGS]**.

Thanks again and hope to see you next year!

[SIGN OFF AND EVENT HOLDER DETAILS]

