



TRIM Reference: _____

EXPRESSION OF INTEREST (EOI) SUBMISSION

Name of Event: _____

Contact Person: _____

Organisation: _____

Contact No: _____

Email Address: _____

Proposed Location (Park/Venue): *Please list in preference (GMC Stage, Function Room, Bar, Beach, etc.)*

Proposed Date(s): *Please list in order of preference*

Day – Date: _____ Day – Date: _____

Day – Date: _____ Day – Date: _____

Day – Date: _____ Day – Date: _____

Day – Date: _____ Day – Date: _____

Day – Date: _____ Multiple Dates: _____

A brief description of the Proposed Event:

Is the organisation submitting more than one EOI? Yes No

Has this event previously been held? Yes No

If YES, provide a brief description (Event, location, date, etc.):

Has your organisation managed previous events? Yes No

If YES, provide a brief description of which Events your organisation has been involved in:

Please provide information on event entry for audiences:

- Free
- Donation
- Ticketed

Proposed Fee: \$ _____

How many visitors are you expecting to your proposed event: _____

What age group is your event aimed for:

If 18+, all legal requirements must be met

Has a Budget Forecast been completed? Yes No

Have you attached your Budget Forecast? Yes No

Are you requesting a Financial Contribution? Yes No

If YES, how much (maximum \$5k from the City)? \$ _____

Best day and time for meetings with the City of Greater Geraldton Event's Team:

Do you propose to have any of the following items for your event? *Please Tick if applicable*

TICK	CATEGORY	DESCRIPTION
<input type="checkbox"/>	Alcohol <i>Free of Sold – Permits apply</i>	
<input type="checkbox"/>	Amplified Music <i>Recorded or live – Permits may apply</i>	
<input type="checkbox"/>	Animals	
<input type="checkbox"/>	Fireworks/Pyrotechnics <i>Permits apply</i>	
<input type="checkbox"/>	Food <i>Vendors or catered – Permits apply</i>	
<input type="checkbox"/>	Inflatable Amusements	
<input type="checkbox"/>	Performing Artists	
<input type="checkbox"/>	Road Closure/Traffic Management <i>Permits apply</i>	
<input type="checkbox"/>	Vendors/Stallholders <i>Permits apply</i>	
<input type="checkbox"/>	Website or Social Media presence	

OFFICE USE

Received: _____	Approved: _____
Declined: _____	Ticketed: _____
Fee: _____	Financial Request: _____
Budget Received: _____	Visitor Estimation: _____
Email Sent: _____	Meeting Dates: _____
Meeting Time: _____	Officer's Signature: _____