

General Information

Organising the event – Council venues

- A Festival volunteer will be allocated the role of **Venue Concierge** and you will be notified of who your venue's concierge will be **3-5 days prior** to the Festival.
- All Venue Concierges' will have received the relevant induction for the appropriate venue and will be able to assist you with any questions or concerns during your event.
- Please make sure you check your venue on Council's webpage prior to the Festival so that you are fully aware of where it is, what the venue looks like, the room you will be using and the facilities available. **It is the responsibility of the hirer to ensure that the chosen site is suitable for the intended event.**
<https://www.melton.vic.gov.au/Out-n-About/Community-facilities/Venues-for-hire>

Organising the event – Private venues

- Please make sure that your venue meets all Australian Health & Safety Standards and that you have the required Public Liability and Professional Indemnity Insurance.
- Access for people with a disability, older people, people with children should be provided in terms of car parking, public transport, bathroom, ramp/elevator, etc.

Please Note: you will require Public Liability insurance & WWCC for the Festival event.

- If you are using a Council venue, the public liability will be included with your booking
- Private venues – you will need to provide Council with a copy of your PL cover by 21/09/18
- If you are hosting an event for under 18 – you will need to provide Council with a copy of your WWCC by 21/09/18
- You will receive an email requesting that you provide copies of your insurance policy and WWCC by return email

First Aid Requirements

Private venues

- Please make sure that you have a clear First Aid process in place for Festival events.
- This means you have someone with First Aid experience and qualifications on site during Festival events and clear signage in place to identify where participants go if in need of first aid
- Any major incidents that occur on your premises during Festival events need to be reported to Sally Edwards via email sallye@melton.vic.gov.au

Council venues

- Council venues will provide First Aid facilities as per our Risk Management Plan
- Please refer all incidents to the Festival Concierge onsite at your venue

Event Promotion

Event Host Promotion

What can you do?

- Create an free online event e.g. on Eventbrite and other community event listings
- Create an event on your Facebook and share with friends
- Use the festival logo on all of your promotional materials online and print copy
- Display the posters and flyers provided in your Promotional Kit at your venue or wherever possible
- Download flyers/posters/logo from the festival website <https://meltonlearning.com.au/festival/> if you need more
- Use your own local contacts and networks leading up to the event – i.e. word of mouth, email signatures, newsletters, agenda item at meetings etc. (please make sure you use the approved Festival banners and logos)
- Promote and participate in the use of the Festival App
- Provide clear event signage on the day of your event

As an event host, you'll enjoy the prestige that comes with being part of the Melton Lifelong Learning Festival Official Event. You'll also benefit from our network of promotion.

Hundreds of participants will visit the Festival website and look for events to attend. The Festival network is most effective when every event host participates.

Let everyone know about your Melton Lifelong Learning Festival affiliation!

Event Signage

Clear and strategically placed signage will assist in coordinating traffic and pedestrian movements, generate festival traffic and help to manage your event. Consider what information people at your event will need to know and whether this should be displayed on a sign.

Appropriate signage for your event might convey information regarding:

- parking or no parking areas
- toilets
- entrances and exits
- first aid
- lost children
- accessible facilities, including entry and exit points
- meeting and information points

For Council venues these are already in place.

For all venues, Council will provide you with "Festival Event Here" signs.

Festival Concierge

- Council venues will have a Festival Concierge based at each of the Council venues that will have events taking place during the Festival
- The Concierge's will be responsible for supporting the Event Host
 - Set up room
 - Give access to building
 - Provide support with AV (if needed)
 - Provide direction to attendees
 - Pack up room
 - Lock up building
- We will provide each Event Host with the details of the Festival Concierge at least 3 -5 days prior to the Festival
- If the Event Host has multiple events on different days, times and venues, then the Festival Concierge may differ between events and/or venues
- Recommend you check out the Community Venues for hire page on the Council website if you are not familiar with the venue to ensure you know where it is and what is included.
- If you require AV (projector, laptop) then please email me by 14 September

Festival Ambassador

May be located at places like library, shopping centres and town centre to engage with community and encourage them to attend events and to assist people during the Festival.

Contacts

We will provide you with a list of contacts for during the Festival when we send out the Concierge details