**

Event Submission Form**

**Heritage Hobsons Bay – Australian Heritage Festival 2022**

19 April – 3 May 2022

**Privacy Collection Statement**Hobsons Bay City Council is committed to protecting your privacy. The personal information provided by you in this form will be used by council to facilitate your involvement in the Heritage Hobsons Bay program. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. You have a right to access your personal information and make corrections.

If you have any queries or wish to gain access to amend your information, please contact Council’s Privacy Officer on 9932 1047

Please send your completed Expression of Interest form to arts@hobsonsbay.vic.gov.au by **10am** **Monday 29 November 2021.**

 **Submission instructions:**

* Complete as many fields as possible
* For fields not relevant to your event, please write ‘Not applicable’ or leave blank
* Name your submission form document as ‘Heritage Hobsons Bay Submission – [Insert Organisation Name]’
* All in person event applications must comply with relevant COVID-19 regulations at the time of the event date.

If you require any assistance to complete this form or have any queries about the festival, please email arts@hobsonsbay.vic.gov.au.

**Heritage Hobsons Bay 2022 Event Submission Form**

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| **Organisation** |
| **Organisation name**This name will appear on your event listing |  |
| **Event contact**Please provide details of someone who can be our primary point of contact for any questions or updates about the Festival. Please use a phone number and email address that you will respond to regularly. |
| **Full name** |  |
| **Phone number** |  |
| **Email address** |  |
| **Secondary contact (optional)** |  |
| **Event details** |
| **Event name** |  |
| **Event date and time**If your event runs on multiple days, please list each separately. |  |
| **Event summary (50-100 words)**Summary of event information, used for brochures, marketing material and event listing on the National Trust website. |  |
| **Event description (150-200 words)**Extended event information, used to promote your event on the National Trust website. |  |
| **Do any of the following apply to your event?**Please tick all that apply | **Accessible** |  | **Guided tour** |  |
| **Accessible toilets** |  | **Parking available** |  |
| **Companion cards accepted** |  | **Refreshments available** |  |
| **Family event** |  | **Toilets** |  |
| **Would you like Hobsons Bay City Council to submit your event listing to the National Trust on your behalf?** | **Yes** |  | **No** |  |
| **In-person events – Venue details**Fill in this section if your event will be conducted in person. |
| **Venue name** |  |
| **Venue address**Please provide street address, suburb and postcode. |  |
| **Online event details**Fill in this section if your event will be conducted online. |
| **Online event platform** e.g. Zoom, YouTube |  |
| **Online event link** If this will be provided later please write ‘TBC’. |  |
| **Ticketing and attendance** |
| **Ticket costs**Leave blank for free events |  |
| **Does your event require attendees to pre-book?**  | **Yes** |  | **No** |  |
| **Does your event require ticketing support from Hobsons Bay City Council?**If you choose yes/maybe, a Council staff member will be in touch to talk with you about ticketing options | **Yes/maybe** |  | **No** |  |
| **Where can people go to book?**Provide an online link, phone number, email address etc. |  |
| **Expected number of total attendees**If you’re unsure, give us your best guess |  |
| **Maximum number of attendees per session** |  |
| **Event image**Please email an event image to arts@hobsonsbay.vic.gov.au. Images must be:* JPEG format
* Landscape (not portrait)
* At least 1200px wide
* Maximum 2MB
* Picture only (no text)
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| **Image credit/details**What is the image of? Where did you get it? Who is the photographer (if known?) |  |
| **Website and social media** (optional) |
| **If you have any of the following, please provide your organisation’s:*** **Website address**
* **Facebook name/handle**
* **Instagram handle**
* **Twitter handle**
* **Other social media details**
 |  |
| **Additional comments or questions** |  |