



### APPLYING

**Is the EOI process for Major Events separate to the Community Grants process where I can apply for funding for smaller events ?**

Yes the processes are different as the grant process is aimed at smaller events and is a competitive process where the best applications that provide benefit to our City will be provided funding. The Major Events are specific events that our Council wants to run in 2023 (and early 2024) that funding will be provided for in the budget to ensure these occur, subject to being able to partner with an organisation to deliver the events.

**What can be funded as part of the Major Events Expression of Interest (EOI) ?**

Burnie City Council can provide financial support to facilitate your Major Event in many ways. The package we negotiate with our event partners can include salary costs, consultants, materials and event equipment, traffic management, risk management planning, event organiser assistance and much more!

**What information do I need to provide in an initial Expression of Interest (EOI) ?**

To respond to our EOI please provide an overview of the event /s that you are interested in delivering, including such things as the theme of the event and thoughts around the target community audience you would like to attract. It would be helpful to understand the potential date of the event and an idea of where you think you would like to conduct your event.

**Specific event equipment will be required for the event. Does Burnie City Council have any equipment which we can use ?**

The Burnie City Council has some event equipment and subject to availability, can provide equipment towards your event. This would be agreed as part of any negotiations with regard to the delivery of an event, you don't need to worry about this in order to respond to the initial EOI process.

**What will the Council do with the EOIs received ?**

Once the EOI period closes we will review all submissions received and contact you to talk further about your ideas. Once we have all the information to know which events we want delivered by which partners, we will contact you with an outcome of the EOI process.

**When will I be notified of the outcome of my EOI ?**

EOI submissions close at midnight 27 February. We expect to have a decision in March as to those events and organisers we want to partner with. The first consideration will be the Easter event given the shorter lead time for this event.

**What if I have a brand new idea for an event in Burnie that is not on the list - can a new event be proposed ?**

Absolutely , we would love to hear your ideas to bring new events and activation to Burnie.



### **PLANNING YOUR EVENT**

#### **I would like to hold an event but haven't got experience in doing this ?**

We understand that it can be daunting but we encourage you to give it a go – and we are here to help and guide you. Reach out and chat to our team about your thoughts and learn about how we can provide you support to navigate the tricky parts along the way. We will also be putting out a helpful kit on how to conduct successful events for those that are new to this. We will also be offering our community training mid-year in this in an open community learning environment.

#### **Where can we get advice on how to hold an event on a Council Street or where to get advise on how to prepare a Traffic Management Plan?**

Information about Road Closures including Risk Management can be found on our website [www.burnie.tas.gov.au](http://www.burnie.tas.gov.au)

#### **What training and support will be provided by Burnie City Council ?**

We have a couple of experienced event planners who are here to support you. We can offer guidance around how to conduct your event, advise you of things in our experience you need to know, and importantly help you to navigate the important Council processes to get your Event Permits. We will also hold Event Planning training with community groups in the middle of 2023 focusing on how to conduct a successful event.