

Event Support Request

Thank-you for your events enquiry. We look forward to working with you towards a successful event.

Please complete the following information in as much detail as possible to allow us to start the planning process. Once complete, return to hospitalityandevents@federation.edu.au, where we will schedule an initial meeting to further discuss the event requirements.

Event Overview

School / Portfolio _____

Contact Name/s _____

Phone _____

Email _____

Event Name _____

Event Date / / Number of attendees _____

Start Time AM / PM Estimated Finish Time AM / PM

Event Location _____

Campus	Building	Room
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Estimated budget _____

Charge Department / Project Code _____

Event overview (what are your event goals and objectives)

Do you require the following.

Please provide as much detail as possible below.

- Event registrations / ticketing

Please provide detail of ticketing prices and registration/sales period

- Entertainment

Please provide details of type, style and quantity of entertainment options required, as well as an indication of budget..

- Traffic and parking Management

Preferred carpark location, signage requirements

Set-up requirements

Do you require equipment hire, marquees, stage, tables, tablecloths

Please provide as much detail as possible, and attach layout/floor plans where available

Promotional items and gifts

Please provide details of quantity and types of items required

IT or AV Equipment and Support

Please provide detail of requirements

Space requirements

Please list all spaces required for the event

Event Security

Please provide details of additional security support required

Additional cleaning

Extra cleaning required during the event, additional bins etc

- Catering and food services
 - Event catering
 - External food vendors/vans
 - Food or beverage vouchers for the cafes
 - Alcohol beverages to be served

Please provide details as required of catering and food service requirements here and refer to the catering menus available at federation.edu.au/hospitalityandevents Please complete the catering request form and attach.

- Event printing

Do you require event printing? This may include posters, programs, flyers, nametags, banners or other items. Please provide an indication of items required, quantities and timeframes. Printing request will need to be submitted at printerface.federation.edu.au/

- Equipment Hire
 - Popcorn Machine
 - 3x3 branded marquee
 - 3x6 branded marquee
 - Handball target activity

- Arcade style basketball competition activity
- Wiggly blow up man
- Other

Promotional Opportunities

- On-campus screens promotion.

*Provide an indication on campus and locations requested, and timeframe.
Please provide a high res jpeg file 1080x1920, in portrait and landscape orientation.*

- On-screen promotion at Ballarat Basketball Stadium

Provide an indication on timeframe, and provide a high res jpeg file 1080x1920, in portrait and landscape orientation.

- Promotion through Commercial Services email and social channels (as appropriate)

Provide an indication on timeframe, and provide image and text content

Additional comments or requests.

Please attach supporting documentation, event program or site maps as is available.