

The Wyndham Learning Festival 2018

Events Registration Form

Due date 31st May send back to contact@wynlearnfestival.org.au

Thank you for expressing interest in registering a learning event for the Wyndham Learning Festival for 2018. This year's festival will be held from 1-8 September and encourages people to try free learning events for all ages and interests across the city of Wyndham. Please provide information for all sections in this form and submit by May 31st to be included in the printed program guide. PLEASE TURN OVER to the back for guidance in filling in the form.

Name of Organisation	
Key contact person/s	
Contact details	
Event name Day and date Start and end time Venue name and address Age groups (Early Years, School years, Young adults, Adults & Seniors, All ages) Description (35 words or fewer) Booking information (Bookings required/not required and relevant information) For more information (website/email/Facebook and/or phone details) Is your event a public or private invitation only event?	
Have you attached a photo for publicity?	Yes No
Is the venue covered by public liability?	Yes No Not sure
Does your venue have disability access?	Yes No Not sure
I agree to provide feedback about our event to organisers.	<input type="checkbox"/> Please tick

Please print or copy as many forms as required. If you fill in electronically the form may continue onto additional pages. Please email contact@wynlearnfestival.org.au or ring Meg on 9742 4013 for more information.

Sample form

Handy Hints

<p>Event name Community Kitchen Green Gourmet</p> <p>Day and date Friday 7 Sept</p> <p>Start and end time 10-1pm</p> <p>Venue name and address Community Kitchen, 1 Green Rd, Wyndham Vale</p> <p>Age groups Adults & Seniors</p> <p>Description Enjoy the taste from the community garden. Learn how to cook delicious vegetarian dishes from home-grown vegetables and herbs that even meat lovers will devour! BYO apron and container.</p> <p>Booking information Bookings required. Contact 9742 1111 or email commkit@enlive.org.au</p> <p>For more information Visit www.commkit.org.au</p> <p>Is your event a public or private invitation only event? Public</p>	<p>Event name: Use an interesting title to capture the reader's attention.</p> <p>Details: Include all details so it is clear where, when, how long etc. your event takes place.</p> <p>Age groups: Choose one or more age groups appropriate for your event. i.e. Early Years School Years Young adults Adults & Seniors All ages If you have a specific age range you can also include i.e. School years 10-13 yrs</p> <p>Description: Use words in your description to excite people to join your event. If you have further information you can add it here.</p> <p>Bookings: It is very important to have clear bookings information. How will people book? Online booking i.e. Eventbrite or Facebook? Or email or phone. Think carefully about what will work for you. If they do not need bookings add 'no bookings required'.</p> <p>More information: How can potentially interested people learn more about your event? Website, Facebook, phone call, email? Provide details that suit your event.</p>
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This year is also the year of Life Long Learning so what better way to get involved than to run a free learning event!

We will promote your event leading up to the festival and in return we ask that you provide feedback to us so that we can further improve the festival in coming years.

Visit www.wynlearnfestival.org.au for more information about the festival including an 'Events Toolkit', logos and other resources.

Thank you