

Instructions

When planning your event please use this pack. Please fill out both tabs - this tab and the risk assessment tab. The Event Planning Checklist tab has been added to help you plan and organise your event. Send completed Event Pack to: The NSW Events Co-Ordinator - Keryn Burns - aaanswevents@gmail.com - 120 Windles Lane, Rylstone, NSW, 2849
 Contact: 0400 780 722

Event Details

Event Name:	
Event Type:	
Event Location:	
Description of Event:	
How will the event promote AAA:	
Who is likely to attend:	Include visitors and AAA members
Date(s):	
Closing Date:	
Organiser(s):	
Email Contact:	
Phone Contact:	
Postal Address:	
Marketing Blurb:	Please add the blurb for your event that will be used on the media platforms (e.g. Website and Facebook). Both blurbs - to seek member support or to invite members to join in and also to advertise the event to the general public. Attach any forms that you need completed by the member for your event to this pack.

Event Budget

EXPENSES (including GST)	\$	Actuals	Date Invoices sent for Payment
FACILITIES			
Hire of Site, bin hire and Amenity Cleaning (toilets over the weekend)			
Street Sweeper - floor cleaning of pavilions			
Clean up of site (bobcat take away straw)			
Electricity			
Hire of carpet			
Hire of tables			
Hire of chairs			
Hire of heaters			
Gas for heaters			
Hire of PA system			
Hire of lights			
Lifting machine to install lights			
Straw for pens (total figure will depend on numbers)			
Labour for set up and pull down			
Security			
Veterinary Certificate - see Note (F)			
TRANSPORT - See Note (A)			
Collection and return of show panels			
Panels on and off at storage location			
Collection and return of regional equipment trailer			
Other transport (e.g. unloading panels, forklift and pallet jack hire)			
JUDGES/INVITED SPEAKERS - See Note (B)			
Airfare, car hire, parking and kilometres to and from airport, accom and meals			
Gifts (both judges - alpaca and art/craft sections)			
ADVERTISING			
Printing of catalogue, program, etc.			
Other Stationary Expenses			
Hardware (tape, wheelbarrows, racks, brooms, leads) and Test and Tag Expenses			
Radio advertising – see Note (C)			
Newspaper/magazine advertising – see Note (C)			
OTHER			
Prizes, ribbons, etc.			
Trophies and accessories (e.g. packaging)			
Wine for gifts			
Postage			
Telephone expenses			
Arm Bands			
Photographer			
Lunch for officials on show/event days			
Lunch for set up day			
TOTAL ESTIMATED COSTS		\$ -	
INCOME payable to the Region – see Note (D)			
Exhibitor Fees			
Pen Site Sales			
Arm Bands			
Art and Craft Entries			
Dinner Tickets			
Sponsorship			
Trade Stalls			
Other (e.g. silent auction)			
AAA Judges Reimbursement			
Additional Advertising			
TOTAL ESTIMATED INCOME		\$ -	
NET COST or SURPLUS (-) OF EVENT		\$ -	

NOTES

- (A)Members may be reimbursed for out-of-pocket expenses for transporting panels, trailers, etc. to and from events. Members must submit a claim to the Regional Treasurer and attach copies of fuel docketts to verify the expense.
- (B)Under AAA Regulations, judges are entitled to claim a mileage allowance for use of their private vehicle to and from a show. The kilometre rate to be used is the approved AAA rates.
- (C)All event advertising must be approved by the Regional Committee prior to dissemination.
- (D)Where the event is part of an Agricultural Show it is usual for all income to be paid to the Show Society. Convenors need to negotiate with the Show Society to ensure an appropriate amount of the event costs are payable by the Show Society.
- (E)All events require prior approval of the Committee to be covered by the AAA public liability insurance. Copies of the insurance certificate are available from the Regional Secretary.
- (F)If Q Alpaca and MAP animals are involved, appropriate health requirements should be met, e.g. veterinary certificate which must be displayed during the duration of the event.
- (G)Fire and WHS precautions should be taken at all times and all exits must be clearly marked.
- (H)At the conclusion of the event, a brief report on the event should be forwarded to the Secretary and Event Co-ordinator, preferably one which could be included in the Alpaca Magazine, (photos if possible).