



Office Use Only
TRIM: _____
Event Order No: _____
Contact person at DSR: _____

Event Order Application Form

Major Event (Aerial Advertising) Act 2009

Instructions

- Please complete all questions.
- The application must be lodged no later than 60 days prior to the start of the Event. However, in exceptional circumstances, the Minister may consider an application for an Event Order within a shorter timeframe.
- The completed application form is to be submitted via email to majorevents@dsr.wa.gov.au or faxed to (08) 9492 9711, attention Principal Policy Officer.
- For information on whether your Event qualifies under the Act and for late applications, contact the Principal Policy Officer at the Department of Sport and Recreation on (08) 9492 9700.

Section 1. Applicant's Details

Where the applicant is not an incorporated body, the application must be made in an individual's name on behalf of the unincorporated body.

1. Organisation/Individual name:	
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2. If the applicant is an organisation, is the organisation incorporated?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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Preferred Contact Person

If the applicant is an organisation, name the contact person responsible for this application. All application correspondence will be directed to this person.

3. Applicant contact details

Name:				Title:	Dr <input type="checkbox"/>	Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Ms <input type="checkbox"/>
Position Held:								
Postal Address:								
Suburb:		State:		Postcode:				
Business Phone:		Facsimile:						
Mobile Phone:								
Email:								

Section 2. Details of Event Organiser:

If the organiser and the applicant are the same, go onto section 3

The purpose of this section is to identify the organiser (who is not the applicant) of the Event and their credentials as an event organiser.

Applicants should note that the identity of the event organiser must be established before an Event Order can be granted. If the applicant is not the event organiser the applicant must indicate in question 4 when the event organiser will be appointed.

4. Event Organiser if appointed:

Name:		Title:	Dr <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/>		
Position Held:					
Postal Address:					
Suburb:		State:		Postcode:	
Business Phone:		Facsimile:			
Mobile Phone:					
Email:					

If the Event Organiser is not yet appointed please stipulate anticipated date:	
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Event Information

Section 3. Details of Event:

The purpose of this section is to fully identify the Event, its significance and provide the information necessary to establish its potential as a "Major" event.

5. Event Title:	
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Questions 6 and 7 relate to the date/s, venue/s and start/finish time/s of the Event and any sub or associated events that may make up the Event, whether it be a single Event held over several days and/or venues, or a series of associated events under a common Event name held on the same day at different venues or any combination of these.

Note: An Event Order may extend outside the Event start/finish times. Please indicate below if required.

6. If the Event is on **one day**:

Date of Event:					
Location/Venue/s	Event/s	Event Start time/s	Event Order Start time/s	Event Finish time/s	Event Order Finish time/s

7. If the Event is over a **number of days**, dates on which this Event Order is requested and name of each specified event:

Date	Location/ Venue	Event/s	Event Start time/s	Event Order Start time/s	Event Finish time/s	Event Order Finish time/s

8. Venue approvals

If the Event is to be held outdoors (e.g. a beach, park, or on a street/s) and not in a defined facility, such as a stadium, written consent from the relevant Local Government Authority should accompany this application. (If any approvals are pending please list below):

Have all venue owners/operators given approval for the Event?

Yes – please list:

Pending –provide details:

9. Other approvals or permits

These may include Health Department, Police Department etc. If any approvals/permits are pending please also list below:

Have all other approvals and/or permits as may be relevant to the conduct of the Event been granted?

Yes – please list:

Pending – provide details:

Questions 10-12 – Status of Event

The status of the Event will be determined by the nature of the Event, whether it be a sports event in which the participants include athletes/teams from other countries or an arts or cultural event that showcases Australian or overseas acts or has a focus on local activities or activities from other countries.

10. Status of Event: Place an **X** in one

International	National	State/Local
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11. Type of Event

If a Sports Event:

Number of countries	Number of States	Number of competitors expected	Number of teams expected
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If an Arts Event:

Names of Artists:	

If a Cultural Event:

Nature of the Event:	
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12. Number of spectators expected at the venue/s:	
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13. Sponsorship

It is not necessary at this point to identify any contracted or proposed sponsors but to state whether or not significant sponsor support is being sought for the Event.

Is major sponsorship support being sought for the Event, i.e. sponsors contributing in excess of \$50,000 each?

Yes No

14. Media coverage

It is understood that media coverage cannot always be guaranteed however for an event to be considered “significant” it is likely that it will have a media partner or be supported by a promotional campaign targeting media support.

Likely media coverage/partnership:

Is the Event likely to have radio coverage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Is the Event likely to have press coverage?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Will the event be televised?				
Free to air national	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Free to air international	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pay TV national	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Pay TV international	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

15. Eventscorp

Funding support from Eventscorp can be included in either the initial bidding process, if relevant, or in the actual conduct of an event.

Does the Event have funding support from Eventscorp? Yes No

16. WA Major Events Calendar

Eventscorp has certain criteria by which events will be considered for inclusion on the WA Major Events Calendar. It is not essential that an event be included on this calendar to be granted an Event Order however inclusion does indicate that an event is both “major” and of “significance”.

Is the Event included in Western Australia’s WA Major Events Calendar? Yes No

17. Economic impact

Potential economic benefit is derived from inbound tourism as a result of an event or from the participants themselves where an event has mass participation from outside the State.

What is the Event’s potential economic benefit to the State?	\$
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Section 4. Advertising Event Order

Notes to Section 5

The purpose of this section is to determine how the Event Order will be advertised by the organiser.

18. Advertising of Event Order

An Event Order will specify the manner in which the event organiser must publicise that the Event is covered by an Event Order.

An Event Order takes effect on the day of its publication in the Government Gazette, unless the Event Order specifically states otherwise.

The applicant must provide some detail as to how it is intended to advertise the Event Order beyond its publication in the Government Gazette.

For example:

- Advertisement in daily press.
- Line on any/all promotional material.
- Inclusion in TV promotions.

Should the application be successful and an Event Order is granted, how will the Event Order be advertised?

When:	
Where:	
How:	

Section 5. Declaration by Applicant

This application must be signed by a person authorised to make the application on behalf of the event organiser.

If the event organiser is different from the applicant and is yet to be appointed, the application can still be submitted but the name and contact details of the event organiser must be advised to the Department of Sport and Recreation before the Event Order may be granted.

I declare that all details herein are true and correct at the time of submitting this application.

Applicant's signature: _____ Date: _____

Position in relationship to applicant organisation: _____

**The completed application and all attachments should be scanned and emailed to
Department of Sport and Recreation
majorevent@dsr.wa.gov.au
or faxed to (08) 9492 9711, marked attention Principal Policy Officer**

**Completed applications will only be considered by the Minister if submitted through the
Department of Sport and Recreation**