****Application to register event on the Community Calendar

Use this form to include your event details on Council's Community Events Calendar and website. For full information, please see *Events Calendar Guidelines* below.

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| **Event Details** | | | | | | |
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| **Event Name** | | | | | | |
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|  | | | | | | |
| **Start Date** |  | **Start Time** |  | **Finish Date** |  | **Finish Time** |
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| **Venue Name and Address** | | | | | | |
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| **Event Description – Tell us more about your event** | | | | | | |
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| **Contact Details** | | |
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| **Contact Name** |  | **Contact Number** |
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| **Postal Address** | | |
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| **Events Calendar Guidelines** |
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| The events calendar is vital in keeping the community members and industry partners informed with event information, dates and current contact details.  For the event calendar to stay correct, it would be appreciated if you could complete this form with current information. This information includes your mailing address, contact details and event information. This will ensure your event information will allow Council and community members to pass on correct details.  To be listed in Council’s Events Calendar, events must meet the following guidelines:   * Be located in the Barcaldine Regional Council area * Have a specific date or occur on a regular basis at set dates * Be an activity that Barcaldine Regional Council residents and visitors can attend or participate in without having any association with the organisers.   Barcaldine Regional Council will maintain and distribute the events calendar, listing major annual and special events both on the council website and in regional publications. The council website events calendar will be a promotional tool to raise awareness and encourage visitation to events in our region.  For further information, please contact your local Council Office. |

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| **Lodgement of your application** | | | | | | |
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| ONLINE | | Click **Submit** and your form will be emailed automatically via Outlook. You will see this as a ‘Sent Item’ in your emails. You will need to have access to Microsoft Outlook.  Alternatively attach form to an email and send to [events@barc.qld.gov.au](mailto:events@barc.qld.gov.au) | | | |  |
| MAIL | Post to ‘PO Box 191, Barcaldine QLD 4725’,email or fax 07 4651 1778 | | | | | |
|  | | | | | | |
| IN PERSON | | | Visit any BRC Administration Office from 8.00am to 4.30pm Monday to Friday | Alpha Aramac Barcaldine | 43 Dryden Street  35 Gordon Street  71 Ash Street | |