

EVENT LISTING APPLICATION

Dubbo City Information Centre

SELECTION CRITERIA

The Dubbo City Information Centre (DCIC) actively supports an annual Special Events Calendar in Dubbo for the information of residents and visitors.

For inclusion in the Events Calendar and associated communications and promotions, the following **selection criteria** is applied:

SELECTION CRITERIA: the event is deemed to

- a) Generate significant tourist visitation in either this year or consecutive years as the Dubbo staged event develops.
- b) Generate significant media exposure for Dubbo that will contribute to the reputation of Dubbo as a desirable tourist destination and increase tourist visitation as a long term result.
- c) meet a level of community/visitor interest as assessed by management of the Dubbo City Information Centre

For other events, the DCIC provides the following support:

- i. **Community Activities:** A community board is available to display activities of a community nature. Eg: Special interest community groups social activities;
- ii. **Regional Events:** A regional event board is available for towns and areas outside of the Dubbo local government area to promote an event.
- iii. **Business Promotions:** activities or events supporting business promotions will be assessed on the ability to meet the selection criteria.

Attached for completion:

Part 1: Details of the Event

This information provides details of the event for prospective attendees. The information will be distributed by the DCIC in a variety of medium and by various forms of communication. (see below)

Part 2: Approvals

Does your event require Council approval or approval of the NSW Police . These details are for the information of the DCIC only.

Part 3: Contact Details / Database Information

These details are for the information of the DCIC **only**. This information will assist us to build a profile of Dubbo's event tourism and build upon Dubbo's ability to sustain quality events.



Dubbo City Information Centre
Cnr Macquarie Street & Newell Highway
Dubbo NSW 2830
Tel: 02 6801 4450 | Fax: 02 6801 4459
Website: www.dubbo.com.au



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PART 2: APPROVALS

The following must be completed by the applicant:

I representing

Confirm that the required approvals (eg: development applications, liquor licences, traffic management) have been obtained from the relevant authorities.

Signature:Date:

PART 3: CONTACT DETAILS

Your Name:	
Position:	
Organisation:	
Address:	
Telephone:	Fax:
Email:	
Website:	

PLEASE RETURN THIS APPLICATION FORM TO:

Dubbo City Information Centre
Postal Address: PO Box 81, Dubbo 2830
Fax: (02) 6801 4459
Email: tourism@dubbo.nsw.gov.au

IMPORTANT: The Event Calendar is updated each Thursday at 4pm. Details of your event are required at least 3 working days prior. (ie if an Event Listing Application is received for an event on a Friday, the event will be included on the Calendar until the following Thursday at 4pm) Please be mindful of the lead time when seeking promotion of your event via the Event Calendar.

*To ensure that your application is processed in a timely manner,
please ensure that all details are completed prior to returning the application form.*



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