

**EXPRESSION OF INTEREST – ADULT EVENTS AT GEELONG REGIONAL LIBRARIES**

The Geelong Regional Library Corporation (“GRLC”) is committed to offering events that are responsive to the community and aim to increase reading, information and digital literacies, lifelong learning, build skills, enhance social connectedness and enable the sharing of knowledge.

Local authors, craftspeople, artists and community groups are invited to apply to hold an event at any of Geelong Regional Library’s community libraries, including the iconic Geelong Library & Heritage Centre in central Geelong.

Please refer to our website for our selection criteria and eligibility:

<https://www.grlc.vic.gov.au/adult-event-expression-interest>

After you submit your completed form to events@grlc.vic.gov.au we will be in touch to discuss your proposal. Please note, we schedule at least 3-4 months ahead and due to the high volume of applications we receive, it may take us some time to respond.

**AVAILABLE SPACES FOR IN-PERSON EVENTS:**

|  |  |
| --- | --- |
| **Branch**  | **Max No. of Guests**  |
| Geelong Library & Heritage Centre  | 220  |
| Newcomb Library  | 100  |
| Armstrong Creek (full space) | 80  |
| Corio Library   | 80  |
| Leopold Library   | 70  |
| Bannockburn Library  | 50  |
| Belmont Library  | 50  |
| Colac Library  | 50  |
| Queenscliff  | 50  |
| Torquay Library  | 50  |
| Waurn Ponds Library   | 50  |
| Boronggook Drysdale Library  | 40  |
| Geelong West Library  | 30  |
| Ocean Grove Library  | 30  |
| Lara Library  | 20  |
| Apollo Bay Library (whole space)  | 20  |
| Chilwell Library  | 20  |

Please see <https://www.grlc.vic.gov.au/services/venue-hire> for more information.

**EVENT APPLICATION FORM**

**CONTACT INFORMATION**

Name:

Address:

Phone: Email:

Company or Organisation Name (if applicable):

Company ABN (if applicable):

Website:

**EVENT DETAILS**

Proposed Event Title:

Event Description (50-100 words please):

Preferred Date and Time (please note, we schedule at least 3-4 months ahead):

Preferred Location/s (please note, most events will be scheduled in community libraries and availability at Geelong Library is strictly limited):

Are you interested in presenting online (via Teams)? :

**N.B. Event Recording** - Many of Geelong Regional Library Corporation’s author and major events at Geelong Library & Heritage Centre are recorded and photographed.  Please tick the below box to confirm that you agree for us to share the photographs and/or video recording via our website, social media and our YouTube channel after the event

o I agree to the sharing of photo/video/audio content

**ABOUT THE AUTHOR/PRESENTER**

What other events have you held?

What professional training (if any) have you undertaken?

**FEES**

Is there a fee charged to GRLC for your presentation? If so, please provide full details:

Do you have any other costs to be covered by GRLC?

Are you proposing to charge a fee for participants (please note the vast majority of GRLC events are free of charge)?

**RISK ASSESSMENT**

Please identify any possible risks and suggest strategies to minimise risks:

Do you have your own public liability insurance to cover this event/activity?

**STRATEGIC OBJECTIVES**

Please indicate how your event aligns with our strategic objectives, as outlined above:

**CROSS-PROMOTION**

The Geelong Regional Library Corporation will include details of your event on our website and where possible in other marketing materials.

If your event is selected, it is also your responsibility to market and promote the event to your own networks to ensure a sustainable audience.

Please note, we reserve the right to cancel any events with less than minimum bookings, with at least 48 hours’ notice provided. Minimum bookings = 20 people at Geelong Library & Heritage Centre and 10 people at community libraries.

What marketing activities will you be undertaking to promote the event?

Please provide your social media links:

Website

Facebook

Twitter

Instagram

**Our social media links are:**

Facebook @geelongregionallibraries

Twitter @geelonglibrary

Insta @geelonglibraries

**SUPPORT MATERIAL**

Please note, you will be required to submit supporting promotional material, including high resolution images (of at least 1MG in size), by the advised deadline. Failure to do so may result in your event being cancelled.

Feel free to attach further documentation to support your expression of interest.

**Please send your completed Expression of Interest form via email to events@grlc.vic.gov.au and we will respond as soon as possible. Incomplete application forms cannot be considered.**