

## EXPRESSION OF INTEREST – PARTNERSHIP EVENTS FOR ADULT AUDIENCES IN 2025

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As per our *Connecting and Thriving Library Plan 2021-25*, Geelong Regional Library Corporation (“GRLC”) provides “places for belonging and community connection and enhanced participation in cultural life through shared physical and virtual spaces, partnerships and cultural programming.”

Every year, GRLC plans partnership events and activities with private enterprise, government or community organisations to support existing programs or to develop and implement new programs which align with the vision and mission of GRLC.

### SELECTION CRITERIA

GRLC considers events which:

1. Enhance access and connect audiences with the Geelong Regional Library Corporation’s Collections and the region’s history
2. Engage the community in public conversation on contemporary issues of importance to them
3. Promote the library as a place of innovative thinking and robust discussion
4. Contribute to our emphasis on lifelong learning and community engagement
5. Involve prudent use of public resources and work within our events program schedules

Of particular consideration should be:

- Potential to engage with the community and support the development of a vibrant, culturally connected community within the broader Geelong region
- Relevance of the Event for Aboriginal & Torres Strait Islander and/or CALD (Culturally and Linguistically Diverse) people in our community
- Aspects of inclusivity and accessibility, including suitability for people living with disabilities
- Community enthusiasm for the event topic/content
- Focus on our communities’ health and well-being

### ELIGIBILITY

- This Expression of Interest (“EOI”) process is aimed at **community groups and organisations** wishing to hold events designed for an adult audience. The EOI period is open for a set period at the end of each calendar year, for events to be held in the following calendar year.
- If you are an **individual** wishing to hold an event with us, please see our [Adult Event Expression of Interest form](#), available on our website and submittable on an on-going basis throughout the year.
- If your event is aimed at a children’s or youth audience, we have a [separate EOI process](#) and information is available on our website or by emailing [cysmanager@grlc.vic.gov.au](mailto:cysmanager@grlc.vic.gov.au)
- Due to the high demand, Partnership Events are usually limited to one event per organisation per year.

- Preference is given to groups and organisations operating within the region serviced by GRLC (on behalf of our five member councils: Borough of Queenscliffe, City of Greater Geelong, Colac Otway Shire, Golden Plains Shire and Surf Coast Shire).
- In line with our emphasis on inclusivity and accessibility, Partnership Events offered by GRLC are traditionally offered free of charge (or at very low cost) to attendees.
- We encourage all attendees to our Partnership Events to be GRLC Members. Library Membership is free and it's quick and easy to sign up online.

## **FEES**

If your event is selected to be presented as part of our Adult Events Program there is usually no fee to hire event space. Depending on the details of your event request, a contribution towards staffing costs may be required.

Event presenters are responsible for all external costs associated with their event and for any launch expenses relating to catering/refreshments. Please note there are catering restrictions at Geelong Library & Heritage Centre, please email [events@grlc.vic.gov.au](mailto:events@grlc.vic.gov.au) for more information.

Please note, GRLC will not administer sales or facilitate payment for any goods on behalf of the presenter.

## **EVENT FORMATS**

- Partnership events for adult audiences are generally held in Wurdi Youang, Level 5 at Geelong Library & Heritage Centre, which has a maximum capacity of approx. 220 people seated theatre-style.
- Preferred dates and times are on Wednesday or Thursday afternoons or early evenings from February to November. Special/commemorative dates outside these parameters may be accommodated.
- Catering is generally not provided although this can be arranged at the Partner's expense directly with Geelong Library & Heritage Centre's contract caterer, Lady & The Fox.
- Events may take the form of panel discussions (our stage holds a maximum of six speakers), author in-conversations, keynote speakers, information sessions for the public, film screenings, poetry or literary readings, etc
- You can see the full range of events for adult audiences offered by GRLC on our YouTube Channel, including some partnership events from previous years.

## PARTNERSHIP EVENT FOR ADULT AUDIENCES - APPLICATION FORM

### CONTACT INFORMATION

Organisation or Business Name: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Company ABN: \_\_\_\_\_

### PROPOSED EVENT DETAILS

Event Working Title: \_\_\_\_\_

What is the theme/topic of your event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Description (format, speakers, content, anticipated audience):

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Preferred Date and Time: \_\_\_\_\_

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Preferred Location/s and anticipated audience size:

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**ABOUT THE APPLICANT**

What is the role of your organisation? \_\_\_\_\_

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**FEES**

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

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**RISK ASSESSMENT**

Please identify any possible risks and suggest strategies to minimise risks \_\_\_\_\_

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

**STRATEGIC OBJECTIVES AND ALIGNMENT**

Please indicate how your event aligns with the GRLC’s aims and selection criteria for adult events, as outlined above: \_\_\_\_\_

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**JOINT MARKETING**

Please note that Geelong Regional Libraries will include details of the Partnership Event on our website and where practicable in other marketing materials.

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

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Please provide your social media links:

Website \_\_\_\_\_

Facebook \_\_\_\_\_

Twitter \_\_\_\_\_

Instagram \_\_\_\_\_

We agree to including the acknowledgement “Presented in Partnership with Geelong Regional Libraries” in all marketing and promotional material

We agree to the inclusion of the GRLC logo as supplied, where possible, in all marketing and promotional material

**SUPPORT MATERIAL**

Please note, you will be required to submit supporting material including high resolution images (of at least 1MG in size) upon acceptance of your request.

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

Please send your completed Partnership Event Expression of Interest form to [caz.copic@grlc.vic.gov.au](mailto:caz.copic@grlc.vic.gov.au) and we will respond as soon as possible. Incomplete application forms cannot be considered.