



Better Events Program

When: Every second Wednesday evening from 16th March to 8th June (seven weeks)

Time: 6.00pm to 8.00pm

Hobsons Bay Civic Centre, Altona

Cost: Free

The program will provide information and guidance to culturally and linguistically diverse communities who are conducting events.

Practical workshops and support will be provided on good event management practices including:

Safe and successful food stalls at an event

How to work with the Council and other authorities

Event risk and safety

Traffic and parking

Managing crowds

Gas, electrical and fire safety

First aid planning

Insurance and risk

Getting good event suppliers

Marketing and funding

**For further information contact:
Mirjana Berisic on telephone 9932 1095**



Hobsons Bay
CITY COUNCIL

Please turn page over for registration and program details.

Workshop Details

Week	Date	Time	Topic	Speakers
1	Wednesday, 16th March	6.00pm to 8.00pm	Overview of program. Introductions. Council requirements.	Mirjana Berisic Tracey Hull Hazel Finnie Recreation Dept.
2	Wednesday, 30th March	6.00pm to 8.00pm	Event Risk and Safety Food Safety	Tracey Hull Environmental Health
3	Wednesday, 13th April	6.00pm to 8.00pm	Crowd control, Traffic control and Security	Tracey Hull Victoria Police Local Laws/Traffic
4	Wednesday, 27th April	6.00pm to 8.00pm	Fire Safety First Aid/Medical	Tracey Hull MFB Ambulance Victoria
5	Wednesday, 11th May	6.00pm to 8.00pm	The Safe Event Stall	Tracey Hull Gas Safety Vic Temporary Structures Environmental Health
6	Wednesday, 25th May	6.00pm to 8.00pm	Suppliers and Insurance Marketing and Funding	Tracey Hull Emma Kimonides
7	Wednesday, 8th June	6.00pm to 8.00pm	Overview – other topics determined through the program	To be determined

For further information contact: Mirjana Berisic on telephone 9932 1095

Registration Details

There is no cost to participate in the program, however participants must register by Wednesday, 9th March 2011.

To register please complete the form below and return via email to Mirjana Berisic
Email: mberisic@hobsonsabay.vic.gov.au or send to PO Box 21, 115 Civic Parade, Altona VIC 3018

Name: _____

If applicable, please provide details of the organisation that you are involved with and the type of events you conduct?

Email: _____

Telephone: _____ Mobile: _____

Address: _____