

## EVENT NOTIFICATION FORM

Fill out relevant information about your event on the **Indigo Shire website**.



## EVENT MEETING



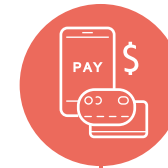
The event officer will contact you to discuss your idea, give advice and let you know what permits may be required and what documents need to be filled in.

## VENUE BOOKINGS



After your meeting the events officer will book in any council venues, equipment or event trailer hire for your event.

## PAYMENT



If any specific permits or venue hire is required, your payment will now be due.

## APPROVAL

If all is in order, individual permits will be issued. Make sure you read and understand all the conditions.



Create your **Event Listing** (it's free) on the **ATDW**. This way your event appears on your town's **destination website** and Council's **What's On** calendar and **Your Indigo** email.