

Event Notification Form



This form MUST be completed for each event to inform Council for planning and promotion.

EVENT DETAILS:

Event Name: _____

Organising Body: _____

Date: _____

Time: _____

Venue: _____

Cost: _____

CONTACT DETAILS (for promotion. Please provide at least one contact method):

Email Address: _____

Phone Number: _____

Event Website: _____

Event Description: _____

YOUR DETAILS (this is so we can contact you, should we need to):

Name: _____

Number: _____

Email: _____

The information you provide may be used for promotional and advertising purposes of Forbes. Forbes Shire Council may include the Forbes Shire Website, internal and external Forbes Shire communications, tourism promotions including Forbes Event Calendar and Forbes Shire Council social media outlets. Forbes Shire Council will endeavour to use this information to promote your event, however this does **not guarantee** that your event information will be promoted through promotional channels.

Please sign below to confirm you have read and understood the Forbes Shire Council Event Notification terms and conditions:

Signature: _____

Full Name: _____

Date: _____

**Please return this form to Forbes Shire Council
2 Court Street FORBES NSW 2871
Email: whatson@forbes.nsw.gov.au
Phone: 6850 2300**