



NARRABRI SHIRE
DISCOVER THE POTENTIAL

EVENT SUPPORT

Factsheet



Narrabri Shire Council is committed to supporting community-led events and activities, encouraging a vibrant, and lively lifestyle for visitors and residents.

This fact sheet has been developed to assist event organisers and community groups to promote their event and may seek event support from Council.

Information regarding event organisation, approval processes and requirements is available by contacting Narrabri Region Visitor Information Centre.

Council has several initiatives and free resources available to event organisers, to support your events success.



Event Support Checklist

Event Application Support

To ensure you deliver a safe and enjoyable event on Council owned land, there is a Community Event Submission process which all events should apply for.



Community Events Submissions – Events & Facility Hire | NSC (nsw.gov.au)

Council also has a range of documents to help you organise a safe and successful event.

These can be emailed on request.



Funding

There are several resources available to community organisations, to support funding your local event.



Narrabri Shire Funding Finder – <https://grantguru.com/au/narrabri>

A free online resource allowing wider community to search for government and corporate grants currently on offer.



Narrabri Shire Council's Community Financial Assistance Grant – <https://www.narrabri.nsw.gov.au/Our-Community/Donations-and-Grant-Opportunities/Community-Financial-Assistance-Grants>

- Council delivers an annual grant program that supports the delivery of projects and activities that pursue our values of a connected, unique, and culturally rich community.



Council staff and equipment/plant resources

- Due to the large number of requests and events held across our community, Council is unable to facilitate requests for support outside of operational requirements.



Grant Submission Support

Council offers practical advice from our Grants Officer who can help guide you with your applications and support letters.

For more information and support, contact Council's Grants Officer on 02 6799 6866 or council@narrabri.nsw.gov.au

Promotion

Narrabri Region Visitor Information Centre can support promotion of your event to locals and visitors.



Make contact with the Narrabri Region Information Centre



Email your event posters, event program (if applicable), photos and marketing blurb to tourism@narrabri.nsw.gov.au to help promote your event.

Where possible, local events are promoted by the Narrabri Region Visitor Information Centre through the following channels.



Event Listed
<https://explorenarrabriregion.com.au/>
and Australian Tourism Distribution Warehouse (ATDW)



What's On Weekly e-Newsletter



Social Media Promotion (Facebook and Instagram) of major local events.

Some helpful links for event organiser to help promote event for free.

- **Facebook event listings**
You can create Facebook event listing for pages and groups. These can be shared to other pages and cohosted by other pages.
<https://www.facebook.com/help/572885262883136>
- **Google event listing**
Having an event loaded into google provides your event with the opportunity of being highly profiled in a 'whats on' search.
<https://www.mbrit.au/learning-modules/google-event-listings>

Major Events

Major and flagship local events are important to our local economy and community. Major Event coordinators are encouraged to contact the Narrabri Region Visitor Information Centre to discuss cross-promotion and regional feature opportunities for local flagship and major events, at least 12 months prior to event.

Other

- Crossing Theatre Concessional Use – Policy and Form

Narrabri Shire Council is committed to ensuring The Crossing Theatre is available for all groups to use. As a result, the "The Crossing Theatre Concessional Use Policy" was adopted to provide financial assistance to eligible groups and events held at the Theatre. The policy and application form can be viewed below:

<https://www.crossingtheatre.com.au/servicepage/#:~:text=Narrabri%20Shire%20Council%20is%20committed,events%20held%20at%20the%20Theatre>





NARRABRI SHIRE
DISCOVER THE POTENTIAL

46-48 Maitland Street
PO Box 261
Narrabri NSW 2390

02 6799 6866
council@narrabri.nsw.gov.au
www.narrabri.com.au