



Event Planning and Event Marketing Workshop

- When:** Monday, February 12, 2018 from 9:00 am - 4:00 pm MST.
Registration at 8:30 am. Lunch provided.
- Where:** Norbion Community Centre (NorthBend Hall)
From Alcurve - 17 kms east on Highway 3 to RR 3262, north 4 km.
From the Deer Creek Bridge - 8 kms west on Highway 3 to RR 3262, north 4 km. Norbion Community Centre is north of Hillmond, SK.
- Who:** Volunteers, professionals and individuals interested in gaining new skills in event planning and marketing.
- Cost:** FREE!
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About the Workshop!

Throughout the day we will focus on theory as well as planning a mock event. The morning will be spent on covering overall event planning. The afternoon will focus on event marketing, post event evaluation, and any key areas the group would like more focus on.

- **Event Planning**
Discussing basic event planning details including: Budget, Date/Time, Location, Tickets, Personnel Needs, Security, Liquor License, Liquor Ordering, Emcee/Script, Sponsors, VIP packages, Entertainment, Food, First Aid, Event Signage, Registration
- **Event Marketing**
Poster, Booking Advertisements, Create Advertisements, Social Media, On Air Interviews
- **Post Event Evaluation**
Attendance numbers, survey, other metrics

To Register Contact: Bonnie Mills Midgley, Community Development Coordinator:
Phone: 306-248-3518 Phone/Text: 306-344-7473 Email: rwdscr.lloyd@sasktel.net

Pre registration is required by **February 7, 2018**. One vehicle per community (within Rivers West District with an active membership) will be reimbursed for mileage.





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 9:00 a.m. – 4:00 p.m.
 Lunch provided. Registration is free.

Name: _____

Organization: _____

Mailing Address: _____

City/Town: _____ Postal Code: _____

Email: _____

Phone: _____ Fax: _____

Dietary Allergies: _____

To register: Please fax or email your registration by February 7, 2018 to Bonnie Mills Midgley, Community Development Coordinator:
 Phone: 306-248-3518 Phone/Text: 306-344-7473 Email: rwdscri.loyd@sasktel.net

EMAIL CONSENT

We value our relationship with you and would like to provide you with emails, newsletters, fundraising ideas, event dates, program announcements, notifications and other information for community sport/culture/recreation leaders, volunteers and organizations. As of July 1, 2014, the new Canadian Federal Anti-Spam Legislation prohibits us from contacting you electronically without your consent. Please check the appropriate box below, advising us whether or not you wish to receive information electronically from Rivers West District for Sport, Culture & Recreation.

- YES** I hereby consent to Rivers West District for Sport, Culture & Recreation sending me emails, newsletters, fundraising ideas, event dates, program announcements, notifications and other information via email or other electronic means. I understand that I can unsubscribe at any time.
- NO** I do not wish to receive electronic communications from Rivers West District for Sport, Culture & Recreation.

Signature: _____ Date: _____

