

Event overview

Event title	
Event date & time	
Event location	
Event description	

Event purpose and objectives

Event aim Why are you holding the event? i.e. Mother's Day lunch to celebrate members who are mothers	<ul style="list-style-type: none"> • • • • •
Event objectives What do you want to achieve at this event? i.e. Raise \$500 for charity	<ul style="list-style-type: none"> • • • • •
Target audience Who are you attracting to your event? How many people do you expect to attend?	<ul style="list-style-type: none"> • • • • •

Useful contacts

Organisation	Contact number	Website
Ambulance Victoria	1800 765 731	www.ambulance.vic.gov.au
Food Safety Victoria	1300 364 352	www.health.vic.gov.au/foodsafety
Metropolitan Fire Brigade	(03) 9662 2311	www.mfb.vic.gov.au
Public Transport Victoria	1800 800 007	www.ptv.vic.gov.au/specialevents
St Johns Ambulance	1300 360 455	www.stjohnvic.com.au
VicRoads	(03) 9854 1994	www.vicroads.vic.gov.au
Victoria Police	(03) 8851 1155	www.police.vic.gov.au/events