



# Events Policy

DOCUMENT CONTROL

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## 1 INTRODUCTION

### 1.1 Purpose & Scope

The purpose and this Policy is to provide the Members of Yarra Valley Business and the Board and Committee Members of Yarra Valley Business with an understanding of the objective and approach with regard to the delivery and support of events.

### 1.2 Definitions

**Events** A happening with a specific purpose, objectives and pre-determined timescale

## 2 EVENT POLICY

### **Objective 1: Business Development and Economic Benefit**

Encourage and stimulate local business and employment through technological advancement, industry education, business to business networking and statewide and national awareness.

### **Objective 2: Partnerships**

Promote and encourage locally based businesses to interact support other business and join their local industry and community based organisations.

### **Objective 3: Capacity Building**

Cultivate a diverse and prosperous business environment through advocacy, education, networking and communication.

Facilitate and maximise private and public investment into regional infrastructure for the benefit of our local businesses and communities

### **Objective 4: Safety**

Facilitate and work with event organisers to ensure events are compliant with model work health and safety laws.

## 3 YARRA VALLEY BUSINESS'S ROLE.

The role of Yarra Valley Business in supporting events may include any of the following:-

- Identify event topics through feedback, observation and identification of members need for information.
- **Event Support**  
Provide in-kind support, co-ordinate events, negotiate costs, arrange speakers, venues and catering, allocate tasks and keep committee members informed of progress. Liaise with providers and provide advice and information on events held to maximise the outcomes
- **Marketing**  
Where possible support the marketing of the event through our data base using our Webpage and Facebook page.

## **4 GOVERNANCE**

### **4.1 Compliance**

Yarra Valley Business is fully covered by insurance which also covers public liability

Yarra Valley Business is a registered with the Corporations Act.

Yarra Valley Business is registered with an ABN 90 639 385 064

### **4.2 Policy Owner**

Yarra Valley Business is responsible for this policy and updating it when required.

### **4.3 Review**

Yarra Valley Business will review this policy for any necessary amendments no later than three years after its formulation or after the last review.

## 5 RUNNING SHEET TEMP-PLATE



## Network Night

Date	Wednesday 14 <sup>th</sup> November 2018	
Event	Networking Night	
Time	6.00 -8.30pm	
Order of Proceedings	Networking Finger food will be served to the guests	6.00pm
	Introduction by Chair of YVB	6.30pm
	Draw of Lucky door prize	6.40pm
3min Of Fame	New Member Introduction	6.45pm
	Main Speaker/Presentation	7.50pm
	Sponsor Presentation	8.00pm
	Networking	8.10pm
	Close	8.30pm