



Best Club Event Award



This award recognises the best event held by Western Australian clubs during 2019. Clubs must nominate an event hosted throughout the year which attracts members and/or the greater community. Judges will be looking for a high level of engagement and excitement surrounding your event, in addition to factors that make the event memorable.

Selection Criteria

Nominations close at 5pm on Monday, 23 March 2020

- The nominated event must have been held during 2019
- Only one event per club is to be submitted
- Nominating clubs are required to submit the Required Attachments outlined below

Required Attachments

- Video of the event as outlined under video submission
- Proof of event outcomes met – e.g. raising money, recruiting new members
- Two (2) written testimonials, using the provided template below, from an attendee of the event
- Running sheet for the event (if applicable)
- At least two (2) high resolution photos of your event, suitable for display on the large screen at the Awards Ceremony **Maximum 5 attachments**
- Marketing for the event **Maximum 2 attachments**

Note: By supplying the photo(s) and video(s), you are granting Clubs WA permission to use these for promotional purposes associated with the awards program.

Please send your completed form with attachments to:

- Email: events@clubswa.com.au
- Post: Clubs WA, PO Box 5101, South Lake WA 6164

If you have any queries regarding the nomination questions or process, please contact events@clubswa.com.au or call the Events team on 9417 7149.





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General Information

Your information

Club	
Name of main contact	
Mobile	
Email	
Club Size	<input type="checkbox"/> Small – Annual turnover less than \$500,000 <input type="checkbox"/> Medium – Annual turnover from \$500,000 to \$1,000,000 <input type="checkbox"/> Large – Annual turnover greater than \$1,000,000 <i>Clubs WA reserves the right to request proof of eligibility (such as the Club's most recent Annual Report)</i>
Budget for the event	
Official name of the event	
Date of the event	

Video Submissions

As we have eliminated the site portion, we are requesting a video of your function. Please include the following:

- The staging of the area
- The guests enjoying the event
- Catering and drinks available
- Any features that make the event memorable
- RSA and sustainability practices in place
- Entertainment at the event (e.g. band, dancers, etc.)

Photos are also accepted but please note it is easier for judges to allocate points through videos. The video should be no less than two minutes.





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Questions

Please answer in detail and provide as many examples as possible. Suggested topics to address are listed under each question.

Question One: Provide an overview and describe the purpose of this member's event.

No marks allocated for this question, no word limit

Examples: monthly band, weekly dinner, Chase the Ace, etc. Is it a fundraising event?

Please enter your response below:

Question Two: What groups (as a percentage) made up the audience of your event?

Please enter your responses in the table below:

GROUP	TYPE OF GROUP
<i>E.g. Families with young children</i>	<i>E.g. 50% of audience</i>





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Question Three: How did you obtain feedback from attendees about your event and how will you implement these to future events moving forward?

Suggested word count: 160 words (Maximum word count: 200 words)

Examples: feedback forms, suggestion boxes, etc.

Please enter your response below:

Question Four: What were the objectives for the event and how were these met?

Suggested word count: 220 words (Maximum word count: 260 words)

Note: include statistics and proof that these objectives were met.

Please enter your response below:

Question Five: What sustainable practices did you implement for the event?

Suggested word count: 100 words (Maximum word count: 160 words)

Examples: recycling incentives, promoting public transport, etc.

Please enter your response below:





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Question Six: How did you cater to dietary requirements at the event?

Suggested word count: 100 words (Maximum word count:160 words)

Examples: gluten free, allergies, etc.

Please enter your response below:

Before you submit...

Please ensure you have the following ready to send with your completed nomination:

- Video of the event as outlined prior
- Proof of event outcomes met – e.g. raising money, recruiting new members
- Two (2) written testimonials using the template provided below from an attendee of the event
- Running sheet for the event (if applicable)
- At least two (2) high resolution photos of your event, suitable for display on the large screen at the Awards Ceremony *Maximum 5 attachments*
- Marketing for the event *Maximum 2 attachments*





Best Club Event Award



Testimonial #1

Please fill in the following form about the nominated event in as much detail as possible. Note that your referees **will not be contacted** so please include as much information as you can about this event and why the club is deserving of the award.

Your information

Your name	
Nominee club	
Date of event	

Question One: What was the most memorable aspect of the event?

Suggested word count: 75 words (Maximum word count: 150 words)

Please enter your response below:

Question Two: What was the area that the club could improve on with regards to their function?

Suggested word count: 75 words (Maximum word count: 150 words)

Please enter your response below:

Question Three: How did the event exceed your expectations?

Suggested word count: 75 words (Maximum word count: 150 words)

Please enter your response below:

Question Four: Were you contacted for feedback after the event and do you think that this feedback was considered?

Suggested word count: 75 words (Maximum word count: 150 words)

Please enter your response below:

~ End of Testimonial ~





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Testimonial #2

Please fill in the following form about the nominated event in as much detail as possible. Note that your referees **will not be contacted** so please include as much information as you can about this event and why the club is deserving of the award.

Your information

Your name	
Nominee club	
Date of event	

Question One: What was the most memorable aspect of the event?

Suggested word count: 75 words (Maximum word count: 150 words)

Please enter your response below:

Question Two: What was the area that the club could improve on with regards to their function?

Suggested word count: 75 words (Maximum word count: 150 words)

Please enter your response below:

Question Three: How did the event exceed your expectations?

Suggested word count: 75 words (Maximum word count: 150 words)

Please enter your response below:

Question Four: Were you contacted for feedback after the event and do you think that this feedback was considered?

Suggested word count: 75 words (Maximum word count: 150 words)

Please enter your response below:

~ End of Testimonial ~

