

Your 'CANZ Support' guide to creating a successful, cost-neutral event!

Note: The time CANZ Support spends on creating your event is charged to the branch.

When creating an event for your branch, answers to the following questions will help speed up the event creation process and means less 'Virtual Assistant' time charged back to your branch!

Complete this sheet and save it with your event name and date.

Send it to events@celebrantsaotearoa.co.nz. This will help us create your event easily 😊

Note: CANZ Support manage the reminders for your event via Humanitix automatically.

Event title: Click or tap here to enter text.

Date of your event: Click or tap to enter a date.

Time event starts: Click or tap here to enter text.

Time event ends: Click or tap here to enter text.

Location of event (online / venue / hybrid): Choose an item.

Venue: Click or tap here to enter text.

Venue capacity is: Click or tap here to enter text.

Number of participants who can attend is: Click or tap here to enter text.

VENUE— please include venue capacity i.e. maximum number of participants that can attend for the style of event you have planned – plenary or workshops) Please check on cancellation policy for venue in case minimum numbers are not required.

*ZOOM/Livestream—If your event is to be hosted on the Celebrants Aotearoa Zoom, do you have specific Zoom requirements (screenshare, etc) – and do you need to be a Zoom host for the event (this is important if you are expecting to use break-out rooms)? **NOTE:** If you need to be made a host, please let us know so Celebrants Aotearoa Support can pop into the Zoom before it starts and make you a host. Most Zoom meetings are fine without being made a host. If you have any questions about this, you may ask for advice.*

HYBRID—the event may also be hybrid--both local attendance and on Zoom.

*If you choose this option, do you want the Zoom option to be available to the entire Celebrants Aotearoa membership?
Do you want the Zoom recorded, and the recording made available to all members after the event date?*

Event description:

Click or tap here to enter text.

Organiser(s) for the event:

Click or tap here to enter text.

Public or private event: Choose an item.

I.e. for members only or can non-members attend)

Please state if ticket sales are to end by a certain date prior to event start, and if so by when:

Click or tap to enter a date.

Minimum number of attendees required to proceed, per the budget template:

Click or tap here to enter text.

Are there any special questions or information you need from your event attendees:

Click or tap here to enter text.

By default, email and phone number are collected.

Do you need to know about dietary restrictions, accessibility needs, or require attendees to answer questions prior to the event?

Anything else special about this event that needs to be mentioned:

Click or tap here to enter text.

Should attendees bring pen and paper, bring food, koha, dress in a certain way e.g. for comfort or dress standard required etc.

The cost for the event -

Member: Click or tap here to enter text.

Non-member: Click or tap here to enter text.

The member fee is usually subsidised, but food costs do need to be charged for.

The fee charged should reflect the value offered and the event should be managed in terms of a 'minimum numbers attending' to ensure branch bank accounts are maintained at a modest level. Please always check your branch funds balance when putting together an event. (While a member discount can be offered, members do need to pay reasonable fees where the cost of the speaker/venue/other costs requires this).

- \$25 will be added to the member rate for non-members for a workshop type event
- \$30 or more will be added to a 1-day workshop or event with a top-class speaker.

Suggested artwork for event:

Attach any event images for the banner or promotion of the event (banner size is 1000px by 500px so 2:1 ratio ideal) – Celebrants Aotearoa Support will create one in absence of this.

What else does Celebrants Aotearoa do when managing an event?

Please select your preference below –

- ✓ Celebrants Aotearoa will send the draft of your event information and invitation to the event organiser for proofing and approval. Please review this carefully!
- ✓ Celebrants Aotearoa Support will give weekly registration to organisers on Fridays, unless otherwise specified.
- ✓ Name Badges - These are the responsibility of the branch committee, a white sticky label and marker pen are fine, Support can provide the list of attendees, for labels to be prepared ahead of the event.
- ✓ Celebrants Aotearoa Support has a set schedule for reminders as we are conscious of not 'email bombing' our members. These are sent two weeks apart, and the final reminder is in the week leading up to the event.
- ☐ One of these reminders can be a text message, the cost is charged to the branch – please advise if you would like this option.

One credit is 160 characters, and most texts use 2 credits.

The price for 500 credits is \$55 excl. GST thus every \$55 is approximately 250 texts.

- ☐ Celebrants Aotearoa can post the event on your regional FB page as well as on the CANZ chat if the event is a hybrid and members from across New Zealand can join – please advise if you would like this option.
- ☐ Celebrants Aotearoa can send information about major events to non-CANZ members, but this request is to be made on an occasional basis only and must be a professional development opportunity – please advise if you would like this option.
- ☐ Celebrants Aotearoa can send a post event survey – please advise if you would like this option.