

# CWA Koala Conservation Event Planning Template

[INSERT NAME OF EVENT]

[Insert short summary of initiative. 1-3 sentences.]

Event Lead		Location of Lead	
Location(s) of Event		Branch Hosting Event	
Event date(s)	Click or tap to enter a date.	Start and End Time	
Event Summary (2-3 sentences)			
Event Goals	<ul style="list-style-type: none"><li>What are your goals of this event? What messaging do you hope to deliver? How many people do you hope to reach?</li></ul>		
NSW Koala Program Alignments	<ul style="list-style-type: none"><li>List all Koala Program actions covered by this initiative (i.e. Partnering with landholders to protect koala habitat on private land, koala reporting, etc)</li></ul>		

Who is involved?		
Group or Person	Role	Purpose of engagement
DCCEEW, Meadow	DCCEEW Officer and DCCEEW Liaison	<ul style="list-style-type: none"><li>i.e. Provide funding for delivery of event and initial guidance on event planning</li></ul>
		<ul style="list-style-type: none"><li></li></ul>
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Projected Event Planning Timeline		
High Level Activities	Est. Date Begin and Finish	Who is responsible
i.e. Secure venue hire	i.e. May-June 2023	i.e. Sarah Jane
i.e. Advertise to the public	i.e. June 2023	i.e. Bob Shrike

**Proposed Activities to be delivered at Event**

Name of Activity	Details	Who is responsible
i.e. BBQ for attendees	i.e. Free for attendees	i.e. CWA catering
i.e. Kids activities	i.e. Facepainting, kid crafts	i.e. CWA ladies – Jane Brown and Cathy Fredrickson

**Event Budget**

Item Category	Details (items, qty, etc)	Est. Amount
i.e. Morning tea	i.e. Various food and drink for morning tea purchased locally	i.e. \$100
i.e. CWA Catering Lunch	i.e. Provide food and beverage and catering services for approx. 100 people (\$5/person)	i.e. \$500
i.e. Kid activities	i.e. Kid craft materials, development of kids games, prizes for kids	i.e. \$200
i.e. Posters and handouts	i.e. Printing of posters and handouts (~1000) for event	i.e. \$200
	<b>Total:</b>	<b>\$0</b>

**Risk and Mitigations**

Risk	Likelihood of happening rating 1-5 (1 likely, 5 unlikely)	Mitigation strategy (how to prevent or what to do if it does happen)
i.e. Being an outdoor event, rain may cause an issue	i.e. 3	<ul style="list-style-type: none"> <li>i.e. Planned at a time of year when it is not rainy season</li> <li>i.e. Will have a back up date in mind if raining due to having to cancel if raining</li> </ul>
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