

Appendix 3 – CAP Application Form

Geelong Advertiser Community Access Program (CAP)

Application Form

Hirer/Organisation name: _____

Event name: _____

Contact Person: _____

Address: _____

Telephone: _____ Email: _____

Venue: _____

Event date: _____

Brief description of your organisation and event:

Provide an outline of any technical equipment needs that will impact on your budget: (eg. radio mics, projectors, lighting)

COMMUNITY INVOLVEMENT

How will the community be involved in this event?

PROMOTION

Please describe how will the event be promoted, including an outline of all printed material? (eg. DL flyers, posters, programmes)

Signature: _____ Date: _____

Name: _____ Position: _____

Appendix 4 – CAP Evaluation Form

Geelong Advertiser Community Access Program (CAP)

Evaluation Report

Hirer/Organisation name: _____

Event name: _____

Date of Event: _____

Please describe the cultural and artistic benefits of your event to the Geelong region:

COMMUNITY INVOLVEMENT

How many members of the community participated in the project?

Performers: _____ Crew: _____ Audience: _____

PROMOTION

Please describe your promotional campaign, including examples of how you acknowledged the Geelong Advertiser CAP?

EVENT

Did the event reach company expectations? Please identify any shortcomings.

Other comments?
