

EXPRESSION OF INTEREST – ADULT EVENTS AT GEELONG REGIONAL LIBRARIES

Local authors, craftspeople, artists and community groups are invited to apply to hold an event at any of Geelong Regional Library’s community libraries, including the iconic Geelong Library & Heritage Centre in central Geelong.

OUR AIM

The Geelong Regional Library Corporation (“GRLC”) is committed to offering events that are responsive to the community and aim to increase reading, information and digital literacies, lifelong learning, build skills, enhance social connectedness and enable the sharing of knowledge.

As outlined in our *Connecting and Thriving GRLC Library Plan 2021-2025*, events, programs and activities held within our libraries should contribute to the following strategies:

- Community – address local needs and provide local solutions – customise aspects of library collections and programs to support local priorities and events.
- Places and Spaces – actively reflect the unique character, stories and cultural heritage of local places through library programs, collections and spaces.
- Our People – build a culture of inspiring regional leaders – maintain our digital literacy and communication skillset, instilling confidence in the delivery of in-house and outreach programs across all platforms.
- Regional Leadership – in digital access, learning and creative expression – host innovative digital programs and events that connect thought leaders and contemporary ideas, resulting in new regional opportunities.

SELECTION CRITERIA

The GRLC considers events which:

1. Enhance access and connect audiences with the Geelong Regional Library Corporation’s Collections and the region’s history
2. Engage the community in public conversation on contemporary issues of importance to them
3. Promote the library as a place of innovative thinking and robust discussion
4. Contribute to our emphasis on lifelong learning and community engagement
5. Involve prudent use of public resources and work within our events program schedules

Of particular consideration should be:

- Potential to engage with the community and support the development of a vibrant, culturally connected community within the broader Geelong region
- Relevance of the Event for Aboriginal & Torres Strait Islander and/or CALD (Culturally and Linguistically Diverse) people in our community
- Aspects of inclusivity and accessibility, including suitability for people living with disabilities
- Community enthusiasm for the event topic/content
- Focus on our communities’ health and well-being

ELIGIBILITY

The GRLC accepts applications from authors, presenters and creatives at all stages of their careers, as well as community groups and not for profit organisations. Whilst we are pleased to encourage local authors, you do not need to live in the City of Greater Geelong to apply for the ongoing major events program.

We seek event applications year-round and assess on an as-needs basis.

Please note, we receive a large number of event proposals and we are unable to accommodate every request. If your event cannot be scheduled into our current program, we will add it to our waiting lists for possible future programs.

HIRE FEE

If your event is selected to be presented as part of our Adult Events Program there is usually no fee to hire event space. Depending on the details of your event request, a contribution towards staffing costs may be required.

Event presenters are responsible for all external costs associated with their event and for any launch expenses relating to catering/refreshments. Please note there are catering restrictions at Geelong Library & Heritage Centre, please email events@grlc.vic.gov.au for more information.

Please note, the GRLC will not administer sales or facilitate payment for books or any other goods on behalf of the author or presenter.

AVAILABLE SPACES FOR IN-PERSON EVENTS:

Branch	Max No. of Guests
Geelong Library & Heritage Centre	220 pax
Newcomb Library	100
Corio Library	80
Leopold Library	70
Belmont Library	50
Bannockburn Library	50
Colac Library	50
Torquay Library	50
Waurm Ponds Library	50
Borongook Drysdale Library	40
Queenscliff	40
Apollo Bay Library (whole space)	30
Geelong West Library	30
Lara Library	30
Ocean Grove Library	30
Chilwell Library (whole space)	20

Please see <https://www.grlc.vic.gov.au/services/venue-hire> for more information.

EVENT APPLICATION FORM

CONTACT INFORMATION

Name: _____

Address: _____

Phone: _____ Email: _____

Company or Organisation Name (if applicable): _____

Company ABN (if applicable): _____

Website: _____

EVENT DETAILS

Proposed Event Title: _____

Event Description (50-100 words please):

Preferred Date and Time (please note, we schedule at least 3-4 months ahead): _____

Preferred Location/s (please note, most events will be scheduled in community libraries and availability at Geelong Library is strictly limited): _____

Are you interested in presenting online (via Teams)? : _____

N.B. Event Recording - Many of the Geelong Regional Library Corporation's author events are recorded and photographed. Please tick the below boxes to confirm that you agree for us to share the photographs and/or video recording via our website, social media and our YouTube channel after the event.

I agree to the sharing of photo/video content

ABOUT THE AUTHOR/PRESENTER

What other events have you held? _____

What professional training (if any) have you undertaken? _____

FEES

Is there a fee charged to GRLC for your presentation? If so, please provide full details: _____

Do you have any other costs to be covered by GRLC? _____

Are you proposing to charge a fee for participants (please note the vast majority of GRLC events are free of charge)? _____

RISK ASSESSMENT

Please identify any possible risks and suggest strategies to minimise risks: _____

Do you have your own public liability insurance to cover this event/activity? _____

STRATEGIC OBJECTIVES

Please indicate how your event aligns with our strategic objectives, as outlined above: _____

CROSS-PROMOTION

The Geelong Regional Library Corporation will include details of your event on our website and where possible in other marketing materials.

If your event is selected, it is also your responsibility to market and promote the event to your own networks to ensure a sustainable audience.

Please note, we reserve the right to cancel any events with less than minimum bookings, with at least 48 hours' notice provided. Minimum bookings = 20 people at Geelong Library & Heritage Centre and 10 people at community libraries.

What marketing activities will you be undertaking to promote the event? _____

Please provide your social media links:

Website _____

Facebook _____

Twitter _____

Instagram _____

Our social media links are:

Facebook @geelongregionallibraries

Twitter @geelonglibrary

Insta @geelonglibraries

SUPPORT MATERIAL

Please note, you will be required to submit supporting promotional material, including high resolution images (of at least 1MG in size), by the advised deadline. Failure to do so may result in your event being cancelled.

Feel free to attach further documentation to support your expression of interest.

Please send your completed Expression of Interest form via email to events@grlc.vic.gov.au and we will respond as soon as possible. Incomplete application forms cannot be considered.