



## Poetry Day Registration Form Template

Use the headings below to prepare your registration in a text document you can save, and then enter your information into the [Online Registration Form](#) or through our [website](#):

REMEMBER: Register online by 5pm Wednesday 24 May 2017.

### 1. Region

### 2. Organisation name

### 3. Contact details

- Contact person name.....
- Phone.....
- Email.....
- Address.....

### 4. Title of each event/activity

### 5. Brief description of each event/activity. (What do you want to do?)

### 6. Each event date/start time/end time. (Events should be scheduled for National Poetry Day on the last Friday of August, or align with the calendar launch dates. Events not scheduled for the actual day must still have some connection to it.)

### 7. Event address

### 8. Entry cost

- Free
- Koha/Donation
- Other (eg low cost). Details .....

**9. Target audience:**

**10. Anticipated attendance**

**11. Promotions plan (e.g. social media, YouTube, flyers, local media, radio etc)**

**12. Are you applying for seed funding?**

- Yes
- No (Skip Questions 14-18 and go to Declaration at end)

**13. Total amount of seed-funding sought [up to \$200]**

**14. Proposed budget (List your expenses and note what items you are requesting seed-funding for. Eligible items include: poet fees, prizes, special equipment, venue hire, promotional costs and occasionally refreshments. Administration time and alcohol expenses are not eligible for seed-funding. If you have other sponsorship arranged, list this too. We encourage event coordinators to seek additional sponsorship from other community partners).**

**15. Is this event contingent on receiving seed-funding? (Your response to this question will not affect the decision of the seed-funding panel).**

- No - your event can be confirmed on registration.
- Yes - you have to wait until the allocation announcement 5 June, for event confirmation.

**16. Are you GST registered?**

- No
- Yes (If your application is successful, you will be asked to send an invoice with your GST details).

**17. What bank account would you like seed-funding to be paid into, should your application be successful? Please provide bank name, account name, and account number in the following format 1234-1234567-123.**

**DECLARATION: I / We agree to adhere to the guidelines and reporting requirements. Tick to indicate you agree to each of the following points before signing.**

- Act as the official contact person for all events I have registered above.
- Communicate the relevant National Poetry Day guidelines to my team.
- Create at least one additional online source of further information about my registered activities.
- Submit a calendar blurb for each event, using the appropriate calendar blurb template.
- Submit a digital poster for each registered event, using the poster guidelines.
- Ensure the National Poetry Day logo and web address are included in all promotional materials.
- Engage local media coverage of all activities registered above and National Poetry Day itself.
- Submit a report summarising how successful your activities were.
- Provide materials before the required deadlines: 19 June, 8 July, 22 July, 15 Sept.

**Name:**

**Signature:**

**Date:**