

Drought Technical Decision-making Group Event Proposal Form

1. EVENT COORDINATOR

Name	
Mobile Phone	

2. DELIVERY METHOD

Online ☐ Face to Face ☐

Is this a single or multi-day event?	
Single Day Event <input type="checkbox"/>	Multi-day workshop series <input type="checkbox"/> Note: multi-day events require an event proposal form for each event Number of days:

Title of the proposed event	
Click here to enter text.	
Date/s of the proposed event	Location (Town/Locality) & Venue
Click here to enter text.	Click here to enter text.

3. TARGET INDUSTRIES (PLEASE SELECT ALL THAT APPLY)

<input type="checkbox"/>	Beef	<input type="checkbox"/>	Sheep & lambs (Meat)	<input type="checkbox"/>	Horticulture
<input type="checkbox"/>	Cropping	<input type="checkbox"/>	Sheep (Wool)	<input type="checkbox"/>	Other industry
<input type="checkbox"/>	Dairy	<input type="checkbox"/>	Other livestock		

4. PRIORITY AREAS (PLEASE SELECT ALL THAT APPLY)

<input checked="" type="checkbox"/>	Feed Budgeting & Planning	<input type="checkbox"/>	Water budgeting and planning (including farm reticulation)
<input type="checkbox"/>	Livestock Management	<input type="checkbox"/>	Livestock Nutrition
<input type="checkbox"/>	Pastures – assessment, renovation and re-establishment	<input type="checkbox"/>	Agronomy – Variety selection, time of sowing, pest & disease management

<input type="checkbox"/>	Horticulture production- soils, irrigation and crop management	<input type="checkbox"/>	Stock Containment Areas – design, siting and use
<input type="checkbox"/>	Key farm management triggers and decision points	<input type="checkbox"/>	Bank ready
<input type="checkbox"/>	Farm finances	<input type="checkbox"/>	Support services
<input type="checkbox"/>	Other (please state)		

5. EVENT DESCRIPTION

Overview /description of the proposed event/s

What's the focus of the event/s?

How do you plan to advertise or engage? (100words)

IMPACT What are the skills, knowledge and practice changes this event is seeking to achieve (100 words)?

RELEVANCE

Describe evidence of the need for this technical support?

What are the outcomes expected to achieve (100 words)?

AUDIENCE

Who is the proposed audience (REACH) detail below the demographics and the existing networks

REACH Target number of participants for the proposed event

Minimum numbers to run the event

Number of potential farmers	
Number of potential service providers (not presenting)	
Number of presenters (Max 2 presenters for half day event, ie 4-5 hours)	
Presenter name(s)	

6. CAPABILITY (PLEASE SELECT ALL THAT APPLY)

Farm business management and planning	<input type="checkbox"/> Farm Management consultant <input type="checkbox"/> Financial (budgeting) <input type="checkbox"/> Business management <input type="checkbox"/> Benchmarking & performance <input type="checkbox"/> Farm planning <input type="checkbox"/> Livestock marketing
Farm risk management and informed decision making	<input type="checkbox"/> Climate risk <input type="checkbox"/> AgTech and using data <input type="checkbox"/> Farm Safety <input type="checkbox"/> Livestock management and feeding <input type="checkbox"/> Mentoring
Natural resource management	<input type="checkbox"/> Soil and land use capabilities <input type="checkbox"/> Farm water and irrigation <input type="checkbox"/> Pasture and nutrient management

7. CAPACITY

Provided prior event registration and evaluation documents	<input type="checkbox"/> Yes <input type="checkbox"/> No (Provide Agriculture Victoria with Participant Registration and evaluation data by email to drought.support@agriculture.vic.gov.au (Excel/Word/PDF format accepted)
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8. EXPENSES (GST INCLUSIVE)

Item	Quantity/Rate	Total Estimate (GST inclusive)
Presenters: please provide cost and attach a written quote from the presenter, which includes breakdown of travel and accommodation if required.		

Travel @ 0.88c/km inc GST		
Accommodation if required @ ATO rates, Click here.		
Venue Hire		
Catering @ ATO rates Click here.		
Supplier Facilitation – Marketing, registration, evaluation.	1	\$550
Total Expenses (estimated – GST inclusive)		

Other Comments or Information

OFFICE USE ONLY – SCORED CRITERIA

Criteria	Weighting (%)	Score
Impact	40	
Reach	20	
Methodology	20	
Capability and Capacity	20	
Total	100	