

# Drought Technical Decision-making Group

## Event Proposal Form

### 1. EVENT COORDINATOR

<b>Name</b>	Click here to enter text.
<b>Mobile Phone</b>	Click here to enter text.

### 2. DELIVERY METHOD

Online ☐ Face to Face ☐

<b>Is this a single or multi-day event?</b>	
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:

<b>Title of the proposed event</b>	
Click here to enter text.	
<b>Date/s of the proposed event</b>	<b>Location (Town/Locality) &amp; Venue</b>
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) <a href="#">Click here to enter text.</a>		

## 5. EVENT DESCRIPTION

<b>Overview /description of the proposed event/s</b> What's the focus of the event/s?  How do you plan to advertise or engage? (100words)  <a href="#">Click here to enter text.</a>
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<b>IMPACT</b> What are the skills, knowledge and practice changes this event is seeking to achieve (100 words)?  <a href="#">Click here to enter text.</a>
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<b>RELEVANCE</b> Describe evidence of the need for this technical support? What are the outcomes expected to achieve (100 words)?  <a href="#">Click here to enter text.</a>
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<b>AUDIENCE</b> Who is the proposed audience (REACH) detail below the demographics and the existing networks  <a href="#">Click here to enter text.</a>	
<b>REACH Target number of participants for the proposed event</b>	<a href="#">Click here to enter text.</a>
<b>Minimum numbers to run the event</b>	<a href="#">Click here to enter text.</a>

<b>Number of potential farmers</b>	Click here to enter text.
<b>Number of potential service providers</b> (not presenting)	Click here to enter text.
<b>Number of presenters</b> (Max 2 presenters for half day event, ie 4-5 hours)	Click here to enter text.
<b>Presenter name(s)</b>	Click here to enter text.

## 6. CAPABILITY (PLEASE SELECT ALL THAT APPLY)

<b>Farm business management and planning</b>	<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
<b>Farm risk management and informed decision making</b>	<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
<b>Natural resource management</b>	<input type="checkbox"/> Soil and land use capabilities <input type="checkbox"/> Farm water and irrigation <input type="checkbox"/> Pasture and nutrient management

## 7. CAPACITY

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

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

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

<b>Other Comments or Information</b>

### OFFICE USE ONLY – SCORED CRITERIA

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