

Have an event to share and promote with us? Use this form to enter in the details so it can be uploaded to the RE website and/or LinkedIn.

Make sure you include all your information, and don't forget to attach any promotional images, links to videos, flyer or an information document. To submit, please email hello@resilienteast.com.

Tip: the easiest way to share event details with us is to provide an event website link (i.e. Eventbrite) OR share a document with all the event information (i.e. Word document).

Please note, after completing this form your event will not automatically or immediately be available on our website or LinkedIn. Please allow a minimum of 7 days for our approval and upload process.

If you have any questions, please email us at hello@resilienteast.com, or, call the Resilient East Coordinator at the City of Unley on (08) 8372 5111.

For more information visit resilienteast.com or linkedin.com/company/resilient-east.

*** Required**

1. Email *

2. Event name *

3. Is the event focused on, or related to climate change? *

Mark only one oval.

Yes

No

Other: _____

4. Is the event open to people who work, play, live, learn and visit the Resilient East Region? (This region includes Campbelltown City Council, the Cities of Adelaide, Burnside, Norwood Payneham and St Peters, Prospect, Tea Tree Gully, Unley and the Town of Walkerville). *

Mark only one oval.

- Yes
- No
- Other: _____

5. Who is the organiser/s of the event/s? *

Check all that apply.

- Resilient East (includes all partners)
- Campbelltown City Council
- City of Adelaide
- City of Burnside
- City of Norwood Payneham & St Peters
- City of Prospect
- City of Tea Tree Gully
- City of Unley
- Town of Walkerville
- Green Adelaide / Department for Environment & Water / SA Government

Other: _____

6. If you selected 'Other', do you have a LinkedIn handle/name or relevant hashtags?

7. Are there other organisations, groups or individuals that should be acknowledged in the promotion of this event? (i.e. presenter, community group, funding body etc.) *

Mark only one oval.

- Yes *Skip to question 8*
- No *Skip to question 10*

Acknowledgement

Who are the organisations, groups or individuals that should be acknowledged in the promotion of this event? (i.e. presenter, community group, funding body etc.)

8. Who should be acknowledged? *

9. If applicable, can you provide their LinkedIn handles (or name on LinkedIn) and any relevant hashtags?

Website

10. Are tickets for this event published on an event management/ticketing website? (i.e. Eventbrite) *

Mark only one oval.

Yes

No *Skip to question 12*

As a Social Media Event (i.e. as a Facebook event or LinkedIn event)

11. What is the event web link?

Skip to question 12

14. Please ensure the following information (if applicable) is provided on the event website, and/or, send them to us via email: *

Check all that apply.

- Event date/s
 - Event time/s
 - Event duration
 - Location/s (building name, indigenous name, address & instructions, i.e. enter through the blue door)
 - Ticket and/or booking fee (& any refund / cancellation options)
 - Bookings essential / non-essential / unlimited or limited tickets available
 - RSVP / Close of registration date
 - Online attendance option (i.e. Zoom or Microsoft Teams link)
 - Details to access post-event recording, if available
 - Information about the event (i.e. what is it about, who is presenting etc.)
 - COVID-19 Information
 - Sustainable transport options to/from event (i.e. public transport/cycle/walk route)
 - What to bring (i.e. hat, sunscreen, keep cup, closed shoes)
 - What is provided (i.e. morning tea, hand gel)
 - Accessibility information (i.e. wheelchair access, flashing lights, exposure to loud noise)
 - Cancellation information (i.e. event cancelled if the temperature is over 38 degrees)
 - Age / ability restrictions (i.e. participants over 18 only / must be able to walk 1 hour)
 - Contact details for more information or help
- Other: _____

15. If applicable, please send us a flyer or document with more info

Check all that apply.

- Will send
- Not applicable

16. Please provide promotional image/s (preferably without text)

Check all that apply.

- Will send
- We don't have images for this event

17. If the event has a promotional video, please supply the link (i.e. YouTube or Vimeo)

18. Is there any other information we should know?

19. Please email this form with any attachments to hello@resilienteast.com.

Will do!

Thank you. We look forward to becoming climate ready with you!

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RESILIENT EAST

Climate Ready Eastern Adelaide