



Events Policy

Purpose

3MDR plans, prepares, and manages an Annual Events Calendar which includes a small number of events that provide opportunities to promote the Station and its programs, offer local musicians live, paid performances, connect with 3MDR members and Presenters, engage the local community, and raise awareness of the Station for listeners, community groups, and local businesses.

From time to time, 3MDR receives requests from Presenters/Members, along with external organisations or individuals proposing an event that would rely on 3MDR technical assistance, equipment and staff resources.

Policy

This policy is to ensure that all such events are aligned with 3MDR’s Strategic Plan and its core principles and values; that events are well organised, strategically planned, of high quality, comply with legal/legislative requirements and licences, are inclusive, accessible, safe and strengthen the station’s brand.

Responsibilities

- 3MDR Committee of Management
 - Approve Event proposals and the Annual Events Calendar
- Events Subcommittee
 - Plan, prepare and manage the Annual Events Calendar;
 - Receive and respond to Event Proposals/requests;
 - Provide progress reports to the Committee of Management for final review;
 - Appoint working groups.
- Presenters/Event Managers
 - Submit Event Proposal including budget and detailed requirements;
 - There must be at least two Presenters/ Programs responsible for managing any 3MDR event.
- Office Staff
 - Process requests, Expressions of Interest and Event Proposals and submit to Events Subcommittee for assessment;
 - Be available to assist event managers to fill in the 3MDR Expression of Interest form and/or Event Proposal form and/or help with any event planning questions, especially regarding budget, promotion and any licences/permissions required.

Related Policies and Documents

[Events Procedure](#)

[Events EOI Proforma](#)

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Drafted by	Sue Amico	Approved by Committee of Management on	July 11 2023
Responsible persons	Committee of Management	Scheduled review date	July 2025