

12-week schedule

Week	Program area	Details
Week 1 - 2	Assessment & Categorisation	<ol style="list-style-type: none"> 1. Participating events will complete a self-assessment to help determine the level they are currently at and the support they need. 2. Linda will conduct an online review of each event (with a consumer's lens) to become familiar with each event. 3. Linda will hold a one-hour one on one meeting with each event to discuss the self-assessment results to clarify their current situation and support they need. 4. Linda will hold a two-hour workshop with Council's events team to review and assess the events and to determine Council's goals and aspirations for the program. <p><i>The Council workshop and one-on-one meetings with events will be held by video conference.</i></p>
		<p>All events will then be categorised (see below for the categorisation criteria) and funnelled into one of two Week 4 - 11 options (see below for details) depending on the level they are at. Established events will enter the one on one coaching stream whilst emerging events, and events that require a revitalisation will undertake the 7-week event management training program.</p>
Week 3	Group Bootcamp	<p>Linda will facilitate a face to face event bootcamp in-region (9am - 4pm). All ten of rEVENTS Academy's event management modules will be covered at a high level to ensure the event organisers have a broad overview. The last session of the day will prepare the event organisers for the next phase of the program.</p> <p>Note: The committees of all of the participating events will receive lifetime access to the rEVENTS Academy online event management training portal.</p>
Week 4 - 11	Intensive Event Management Program	<ol style="list-style-type: none"> 1. The emerging events will be registered into an intensive program that will cover all ten event management training modules in detail in weekly live webinars, supplemented with recorded video lessons, supporting DIY templates and other resources.

		<p>2. In addition to having access to all the online training lessons and resources the event organisers will participate in a weekly group workshop live via video conference. These one-hour workshops will be an opportunity for the group to ask questions and work through the DIY resources for the modules being covered that week.</p> <p>3. Each event will also have a one-hour one-on-one fortnightly check in call with Linda Tillman to ensure they have completed the module and to help with any roadblocks (total of four check-in calls).</p> <p><i>This provides events with 12 hours of support.</i></p>
Week 4 - 11	Coaching Program	<p>Across the 8 weeks these events will have 6 x two-hour coaching sessions one-on-one with Linda Tillman to focus on the areas where they need the most assistance.</p> <p><i>This provides events with 12 hours of support.</i></p>
Week 12	Wrap up & Create Roadmap	<p>1. Two-hour one-on-one wrap-up session with each event with the objective of defining areas of focus, and to create a pragmatic action plan/roadmap to help them grow. For the base level events this session will also involve setting up their operations manual in an online filing system.</p> <p>2. Handover meeting with Council team with recommendations and suggested milestone check-in points.</p> <p><i>The Council workshop and one-on-one meetings with events will be face-to-face in one central meeting place in-region over two days.</i></p>

EMERGING EVENTS	ESTABLISHED EVENTS
Base Level	Intermediate - Advanced Level
<p>Attributes:</p> <ul style="list-style-type: none"> • The event is a great event in the calendar, and we do not want to lose it! • The event experience is great, but it is becoming 'same-same' • Event is dependent on third party funding (grants and sponsorship) • Heavy reliance on volunteers to plan and deliver the event • Volunteers and team are burning out and have difficulty recruiting new volunteers (especially for planning phase) • Lack of succession planning 	<p>Attributes:</p> <ul style="list-style-type: none"> • The event is a great event in the calendar, and we do not want to lose it! • The event experience is great, but it is becoming 'same-same' - they need support to revitalise and keep the experience fresh • The event is aligned to the destination and supports Council in achieving strategic priorities • The event has a strategic business plan or clear vision and roadmap, and they spend time planning for the future • There is a structured team with a mix of volunteers and paid support

- Turning the cogs each year, with little capacity for strategic planning and to develop the event experience
- Limited systems and processes in place
- Lack of a robust operations manual
- Often ask for support from Council
- Budget is year to year (or event to event) with limited or no reserves
- No strategic business plan

[7-week Intensive Program](#)

- Although it may not be completely up to date, there is a comprehensive operation manual
- Systems and processes are in place, but they know that they could do better in some areas
- The event needs third party funding to continue to develop the event, but they are not as dependent on it

[Coaching Program](#)