

# 2025-26 Major Events Grant Acquittal Form



File No: REC/40

Please provide the following Major Events Grant Acquittal Form and Budget Acquittal within six weeks of the event being finalised and return to: Tanya Perdue, A/Manager Arts & Economic Development, Shire of Augusta Margaret River, PO Box 61, Margaret River WA 6285 or email [tperdue@amrshire.wa.gov.au](mailto:tperdue@amrshire.wa.gov.au) Please attach any additional information, supporting documentation and photographs that demonstrate the outcomes of the event.

## 1. Organisation Details

### Contact details

Name of organisation

Name of event

Contact name/s and  
number/s

Contact email

## 2. Event Summary

### Event

#### Event Wrap Up Summary

Please provide a brief summary of the event's objectives, outcomes and opportunities for improvement.

## 3. Funding Received

### Funding details

Cash Funding provided by the Shire of Augusta  
Margaret River (ex GST)

In-Kind Support or Fee Waivers (if applicable)

*Please complete and attach the Budget Acquittal Form detailing income and expenditure, how funds provided by the Shire of Augusta Margaret River were used in support of this event and local spend in our Shire on event services and supplies.*

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## 4. Event Outcomes

### All events

#### Total attendance

- Outline the number of attendees who came to the event.
- Breakdown by attendees/participants/spectators etc if applicable.

#### Attendance hours

- Show the number of attendees who came to the event multiplied by the average time spent at the event. E.g. 1,000 people attended the event for 6 hours = 6,000 attendance hours.

#### Ticket sales

- Provide ticket sales numbers for the event/s E.g. 2,500 tickets/attendances.
- Provide ticket/attendance breakdowns for Festival Passes / Individual Tickets / Community Events or Activations if applicable.

#### Visitation & Economic Impact

- Detail visitation to the event and economic impact including the number of visitors from overseas / interstate / intrastate and local breakdowns.

	Visitor Numbers	Average Daily Spend	Length of Stay (Days)	Direct Expenditure
AMR Shire				
Intrastate (WA)				
Interstate				
International				
Total				

Please detail how this data was sourced.

#### Local business spend & employment

- Provide the estimated event spend with local suppliers located in the Shire of Augusta Margaret River.
- What is the local AMR Shire event spend as a percentage of the overall event spend? Please detail any gaps / opportunities.

<b>Media coverage</b>	<ul style="list-style-type: none"> <li>Outline the estimated reach and value of media coverage including social media / print / online / TV / livestreaming / radio.</li> <li>Provide evidence of Shire acknowledgement in marketing materials as detailed in Schedule 1, Item 6 of the Funding Agreement.</li> <li>Please supply a minimum of 10 x high res images of the event.</li> </ul>
<b>Repeat vs new attendance</b>	<ul style="list-style-type: none"> <li>Detail the percentage of attendees who are repeat attendees vs those experiencing the event for the first time.</li> </ul>
<b>Participant experience</b>	<ul style="list-style-type: none"> <li>Provide aggregated feedback from participants on their experience of the event and Net Promoter Score (NPS) if available.</li> </ul>
<b>Strategic improvements</b>	<ul style="list-style-type: none"> <li>Identify any improvements to the event for the following year.</li> <li>Identify event objectives for the following year.</li> </ul>

### Complete ONE from the below

<b>Community participation rate</b>	<ul style="list-style-type: none"> <li>What percentage of event attendees, volunteers or sponsors are local AMR Shire residents or businesses. This can include people involved in event planning, free activities, workshops, spectating etc Providing access that is free or low cost will be beneficial to this reporting criteria.</li> </ul>
<b>Active, healthy lifestyles</b>	<ul style="list-style-type: none"> <li>Outline how your event works with local sporting clubs in the AMR Shire to encourage participation in your sport before / during / after the event. This includes hosting pre-event clinics and workshops, providing demos, or other events and races for target groups (e.g. families) within the larger event plan.</li> </ul>

### Creative & cultural impact

- Assess the economic contribution of the event to the local AMR Shire arts and cultural sector including revenue generated for artists and creatives and any partnerships established to foster arts and cultural development.

### Townsite activation

- Outline event activities held within AMR Shire townsite/s (Augusta, Margaret River, Cowaramup etc) as part of the event that foster a sense of place and community pride. This could include street performances, art installations, sports demonstrations, or food and wine activations.

## 5. Authorisation

### Authorisation Details

I authorise this Shire of Augusta Margaret River Major Events Grant Acquittal and confirm that the information within is accurate to the best of my knowledge.

**Name**

**Title**

**Signature**

**Date**