

Rotary Down Under Event Booking Service

Three categories of events:

Conferences:

Commercial seminars spanning more than one day with sub-events such as workshops, dinners, tours.

Rotary District Conferences (Includes bookings for “pre-conference” events.

Dinners:

Events for which there is only one ticket required such as a Dinner, Lunch or Breakfast at which there is a keynote address

Events:

Fun-runs, other events at which participants raise money through personal sponsorship

Antiques Fairs

Community activities for which a ticket is required.

What we provide:

Log-in facility to access the database generated by your event. This will include all the information that you require on your booking form, such as:

Name of the person making the booking

Email address of the person making the booking

Names of the people attending

Dietary requirements

Capacity to extract information for Name tags/place settings

Confirmation email to the person making a booking.

Email alert to event organiser with each new booking.

What we need:

Copies of forms including all fields you require

Address of event organiser

Email address of event organiser

Phone number of event organiser

Any information you require to appear on the form (eg: refund policy, booking deadlines etc)

Late Changes

A \$50 fee will be incurred for each change to electronic booking form after it has been posted online.

Timeline

Conferences: 10 working days from the time you provide us with all the necessary information (see above).

Dinners: Five working days from the time you provide us with all the necessary information (see above).

Events: Two working days from the time you provide us with all the necessary information (see above).

Costs

Conferences:

\$6-\$9/head*¹
Depending on complexity
of arrangements.

Dinners

\$2.50 per head*¹

Events

\$3 per head *¹ for
“Single club” events
\$2 per head *¹ extra for
each additional organizing
partner organization.

*** PLUS GST**

¹ PRICES INCLUDE USE OF ROTARY DOWN UNDER'S ONLINE BANKING FACILITY

*Your event will be posted on the events page of the Rotary Down Under website
(www.rotarydownunder.com.au/events).*