

ACYF BRIEF NOTE #6



20 August 2017

This Brief Note is provided as an update to the ACYF contacts in Australian Catholic education and in Youth Ministry offices. This includes a **Logistical Update** as a reminder of these details. We make social media announcements every week so stay tuned for the latest information.

Registrations



We are tracking really well with registrations. Early Bird will close this Friday 25 August at midnight. This will allow for a few last minute registrations at the early bird rate.

Register, Register, Register!

Refund Policy (*Reminder*)

A gentle reminder that Terms and Conditions for Registration provide details for how refunds and other changes to registration are managed. Please ensure you are aware of these, including the Refund Policy:

- Cancellation of registration before 22 September will incur a \$20 administration fee per person.
- Cancellation of registration between 23 September and 7 November 50% of registration fee per person will be forfeited
- Unfortunately, there will be no refund of cancellation of registration after 7 November.

Group Registration Finalisation

All group registrations need to be finalised by 22 September to give us ample time to print tickets and post out to Group Coordinators by 23 November.

Individual Registrations

Individual Registrations will remain open until capacity is reached.

Security

A leading security firm has been contracted to develop and help to implement a Security Management Plan for the Festival. This company has considerable experience with large events (such as the ACYF) in Sydney and will ensure that we have appropriate security procedures and personnel on hand to maximise the safety of all our Festival participants. We are working in partnership with the NSW Government and their agencies to deliver this Festival.

Risk Management

A specialist Risk Management firm has also been contracted to provide a complete risk assessment of the event. This will include a total WHS assessment, identification of hazards, WHS Management Plan (including Crowd Control) and staff and volunteer training. This firm has provided support to major event organisers in Australia and internationally. We are confident that our approach to risk management for the Festival will mean that we have appropriate strategies and personnel in place to support the ACYF.

Volunteers

The call for Volunteers is now gathering momentum! Please spread this around to anyone you think might be interested in assisting. We estimate that around 800 volunteers in a variety of capacities will be required to deliver the Festival. The support of the Sydney Greater Area Catholic education/schools offices is greatly appreciated and we welcome the involvement of these staff members.

Expo

Expressions of Interest for Expo exhibitor booths is still open. Application forms can be downloaded from the ACYF website: <http://youthfestival.catholic.org.au/get-involved/encounter-expo>
Please spread this to anyone you think might be interested in being part of this EXPO with an opportunity to reach 15,000 young people.

Promotional Material

There is a range of promotional material available for sale on the Mustard Seed Bookshop site
Go to ACYF: www.mustardseed.org.au

You may choose to pre-order Festival t-shirts for your group, or individuals, to be delivered to you prior to the Festival.

Festival shirts include:



Kathy Campbell | Host Diocese Festival Coordinator

Web: [2017 Australian Catholic Youth Festival](http://2017.AustralianCatholicYouthFestival.org.au) Ph: [\(02\) 9390 5976](tel:(02)93905976) M: [0438 299 881](tel:0438299881)