

Description of Works – Back to Buckinbah Festival

Presented by Grow Yeoval

The **Back to Buckinbah Festival** is a community event celebrating Yeoval's history, culture, and future. The success of the festival relies on a range of works, including planning, logistics, infrastructure setup, event coordination, and post-event activities. Below is a detailed **Description of Works** outlining key responsibilities and tasks for the event.

1. Event Planning & Coordination

- Develop an **event schedule** detailing activities, performances, and attractions.
 - Liaise with **sponsors, vendors, stallholders, and performers** to confirm participation.
 - Coordinate **local government approvals**, permits, and insurance.
 - Work with **community groups, volunteers, and local businesses** for festival support.
 - Plan **marketing and promotional activities** to attract visitors and sponsors.
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2. Infrastructure & Site Preparation

- Install **festival signage, banners, and directional markers** around Yeoval.
 - Organize **waste management and portable toilet facilities** for public use.
 - Prepare **designated parking areas**
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3. Activities & Attractions Setup

- Set up **Cobb & Co carriage ride station**
- Designate areas for **gold panning, billy-boiling competitions, and camp oven cooking**.
- Arrange **historical displays and storytelling sessions** in collaboration with local historians.
- Organize **live music, performances, and children's entertainment zones**.
- Set up **local market and artisan stalls** showcasing regional produce and crafts.

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4. Food & Beverage Management

- Coordinate **food stallholders and vendors** to ensure a variety of offerings.
- Arrange for **traditional damper and scone-making stations**.
- Set up **camp oven meal demonstrations** with experienced cooks.
- Ensure **adequate seating and eating areas** for attendees.

5. Event Operations & Safety

- Deploy **first aid stations and trained medical personnel** on-site.
- Assign **volunteers and staff to key locations** for crowd control and assistance.

6. Sponsorship & Vendor Relations

- Manage **sponsor engagement and acknowledgment** before and during the festival.
- Provide **sponsors with marketing opportunities**, including banners, ads, and on-stage mentions.
- Support **stallholders and vendors** with setup and logistical requirements.
- Collect **stallholder feedback** to improve future events.

7. Entertainment & Public Engagement

- Schedule and manage **live performers, bands, and cultural acts**.
 - Organize **interactive workshops and demonstrations** for attendees.
 - Host **competitions, raffles, and prize giveaways**.
 - Coordinate **social media coverage** for live event updates and audience engagement.
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8. Post-Event Cleanup & Evaluation

- Conduct **thorough site cleanup** and waste removal.
- Ensure **vendors and stallholders pack down safely**.
- Gather **feedback from attendees, vendors, and sponsors** for future improvements.
- Publish **event highlights and thank-you posts** across media channels.
- Review **financial reports and sponsorship performance**.

Conclusion

The **Back to Buckinbah Festival** requires detailed planning, coordination, and execution across multiple areas to ensure a **safe, enjoyable, and successful event**. By engaging the community, working with businesses, and celebrating Yeoval's history, this festival will continue to grow and thrive for years to come.