

# Australia Day Report template

## 1. Overview

Focuses on context and organisation; on the 'nuts and bolts' features.

- + Australia Day organiser's objectives
- + Governance
- + Australia Day Program
- + Budget and sponsorship

## 2. Programs

Details programs and initiatives of the states or territories or the National Australia Day body.

List and give a brief account of programs, for example

- + Sports awards
- + Local Government Awards
- + Ambassadors Program

## 3. Events

Describes the local Australia Day events—name, place, time, atmosphere, scale. It describes the events that bring people together at the local level.

Events specific to this community

- + Citizenship and Flag Raising
- + Australia Day lunch
- + List a brief account of event.

## 4. Recommendations

This section records the successes, changes and suggestions for future events and programs.

List between 5 and 15 recommendations, depending on the scale of your event.