

**EVENT COORDINATOR'S REPORT
FOR RAMM MEETING
DATE: 11/05/2023**



ACTIONS COMPLETED

- Made arrangements for Celebrate with Song in Christchurch, 28-30 October 2022. Liaised with local contacts regarding the venue, equipment and catering. Attended the workshop and oversaw the arrangements over the weekend. Approximately 50 people attended.
- Made arrangements for Celebrate with Song in Auckland, 4-6 November 2022. Liaised with local contacts regarding the venue, equipment and catering. Approximately 80 people attended.
- Set up post workshop survey for Christchurch Celebrate with Song workshop on the Survey Monkey website. Distributed the survey, analysed the responses and fed back the results to the RMT.
- Set up post workshop survey for Auckland Celebrate with Song workshop on the Survey Monkey website. Distributed the survey, analysed the responses and fed back the results to the RMT.
- Liaised with the SAI travel agent in USA to make travel arrangements for several coaches undertaking Internationally Funded Visits.
- Booked accommodation for RMT meetings.
- Investigated an online registration tool – looked at Trybooking.com, which is one of the few which is NZ based. They charge a 3% booking fee, and \$0.30 per ticket so this may work out more expensive, which will need to be considered. There does not appear to be anything else suitable.