

Mitchell Shire Council

Positive-Ageing Pop-up Cinema Hire Workflow

1	Expression of interest	2	Assessment of EOI <i>(1 week turn-around where no additional information required)</i>	3	Event	4	Evaluation/ follow-up
1.1	Expression of interest form completed by potential hirer	2.1	EOI assessed by Community Development Officer and further information requested from organisation if required	3.1	Equipment checklist and access to storage provided to hirer	4.1	Evaluation form link to be sent to hirer
1.2	Form received in hard-copy or email, processed by <i>Community Development Officer – Positive Ageing (CDO)</i> or if unavailable, other CD team member	2.2	Recommendation for approval/ decline sent to <i>Coordinator Community Development and Youth Services</i> for endorsement	3.2	Return of equipment to storage	4.2	CDO to ensure receipt of evaluation and liaise with hirer regarding feedback received
1.3	Tentative booking in Cinema Outlook Calendar including details of hirer	2.3	EOI approved: Approval recorded on spreadsheet Outlook calendar booking confirmed	3.3	CDO to complete return of equipment checklist		
1.4	Form scanned to folder	2.4	EOI declined: Reasons for declining hire recorded in Excel spreadsheet				
1.5	Receipt of EOI acknowledged to organisation applicant	2.5	Organisation informed of decision				
		2.6	If approved, hirer contacted to offer further event support if required				

Resources required:

- EOI form
- Hire approval document
- Pick up kit held at MSC reception
- Cinema Outlook Calendar
- Hire spreadsheet
- Evaluation form