

HOW TO HOST A SATELLITE EVENT

Our annual Global Australian Awards will be broadcast on Wednesday 13 September 2023 at 7.30pm AEST. You can host a satellite event anywhere in the world to coincide with this! ([Timezone converter](#))

Here is a 'To Do' list to help you get organised:

- Find a suitable venue. Please note that a good internet connection is vital if you are watching the broadcast live. If you wish to watch the broadcast afterwards (depending on your timezone), then we can send you the file to download and watch when it suits your event runsheet
- Ensure your venue has a suitable screen and speaker system
- Decide on the style of event eg. cocktail or sit down dinner (or morning tea!)
- Food/Drink. This is completely up to you (and based on your venue)
- Set price for your tickets
- Invite your guests to attend (Advance will invite global Australians to join your event)
- Set up your ticketing and details on a bookings platform (eg. [Humanitix](#)). We can assist you with this
- Seek a Sponsor or donors to assist if you are able.
- Draft a Runsheet (Awards broadcast will be approximately 1 hour)
- Decide if you wish to have special guest speaker or any formalities
- Post your event details on social media
- Tell Advance about your event - we will promote it on our website and socials

For more information on how to host a satellite event please email members@advance.org