

**East Gippsland Shire Council**

**Event Management Toolkit**

media famil itinerary example 3

**ITINERARY – [YOUR EVENT]**

**[Date]**

**HOST CONTACT DURING STAY:**

[Name; phone number]

**[Date of first day]**

|  |  |  |
| --- | --- | --- |
| TIME | LOCATION | DETAILS |
| 10.00am | Location name  Address  P:  W:  Contact: [Name and position] | Meet [Name] from the [Your Event] organizing committee for a welcome and photo. |
| 10.30am | [Your Town] Visitor Information Centre  Approx. 7 mins drive  Address  P:  W:  Contact: [Name and position] | Meet [Name/s] at the Visitor Information Centre who will provide you with a media kit and provide you with an overview of the region’s attractions. |
| 11.15am | [Your Town] Museum  Approx. 1 min walk from the Visitor Centre  Address  P:  W:  Contact: [Name and position]  FOC: entry to the museum, courtesy of the museum | [Description of the museum] |
| 12.45pm | [Name of restaurant]  Approx 5 mins drive from the museum  Address  P:  W:  Contact: [Name and position]  FOC: Lunch for one courtesy of the restaurant | Enjoy lunch at the [name of restaurant]. [Description of the restaurant.] |
| 2.00pm | [Name of accommodation]  Approx. 5 mins drive from the restaurant  Address  P:  W:  Contact: [Name and position]  FOC: Overnight accommodation for one, courtesy of the hotel | Check into your hotel. [Add description of hotel.]  [Provide suggestions of where to explore before dinner e.g. where there are good opportunities for sunset images] |
| 7.00pm | [Name of restaurant]  Approx. 5 mins drive from the hotel  Address  P:  W:  Contact: [Name and position]  FOC: Dinner for one courtesy of the restaurant | [Description of the restaurant.] |

[Date of second day]

|  |  |  |
| --- | --- | --- |
| TIME | LOCATION | DETAILS |
| 8.00am | [Name of cafe]  Approx. 5 mins walk from the hotel  Address  P:  W:  Contact: [Name and position]  FOC: Breakfast for one courtesy of the café | [Description of the cafe.] |
| 9.00am | [Name of attraction]  Approx 20 mins drive from the cafe  Address  P:  W:  Contact: [Name and position] | [Description of the attraction.] |
| 10.15am | [Name of attraction]  Approx. 20 mins drive from the attraction  Address  P:  W:  Contact: [Name and position] | [Description of the attraction. E.g.: Travel to the beautiful hamlet of XXX. With award-winning food experiences, local merchant, art and craft shops, you can spend a few hours exploring the small town.] |
| 12.00pm | [Name of cafe]  Approx. 10 mins drive from the attraction  Address  P:  W:  Contact: [Name and position]  FOC: Lunch for one courtesy of the café | [Description of the cafe.] |
| 2.00pm | [Name of bike hire company]  Approx. 10 mins walk from the cafe  Address  P:  W:  Contact: [Name and position]  FOC: Bike hire courtesy of the hire company | Pick up your hire bikes from the [Name of hire company] and take a self-guided tour to [Name of destination], along the North Wall to Flat Rock and return. This is an easy ride and suitable for anyone with a moderate level of fitness. The hire company will provide maps and local information to help you along the way.  The ride (without stops) will take approx. 1 hour, however we recommend stopping at the [Name of lookout], Aboriginal Cultural Ways and experiencing the coastal recreational path along the way. If you need some hydration or a snack on the way back, stop in at the [Name of café]. Allow 2-2.5 hours with stops. |
| 5.30pm | [Name of restaurant]  Approx. 5 mins drive from the hotel  Address  P:  W:  Contact: [Name and position]  FOC: Dinner for one courtesy of the restaurant | [Description of the restaurant. E.g.: Dine on some of the region’s finest local produce in one of its most historic buildings. The multi award-winning hotel has been meticulously restored and serves modern Australian cuisine.] |
| 7:00pm | Drive to airport for flight home |  |