



# **02. FESTIVALS & EVENTS**

**CATEGORY QUESTIONS** 

2025 AWARDS. VERSION 1.0

### **DESCRIPTOR**

This category recognises tourism leisure festivals, events and exhibitions that enhance the profile/awareness and appeal of the destination they are held in as well as creating economic impact, increased visitation and community involvement.

This category is open to (but not limited to) sporting, arts, historical, cultural, literary, comedy, culinary and general interest festivals, events and exhibitions with local, inter-state and international visitor attendance.

**NOTE:** Entrants receiving over 50,000 visitors or recognised by the STO as a major event on their event calendar will be transferred to the Major Festivals & Events category for their NSW Tourism Awards entry.

### **WORD COUNT**

Word Count: maximum of 5000 words

**NOTE:** Word count will change to minimum 4,000 words and maximum 7,500 words for NSW Tourism Awards

### **IMAGE COUNT**

Maximum of 30 images.

### **SCORE SUMMARY**

Submission Score 80 points
Digital Review Score 20 points
TOTAL 100 points

### **SUBMISSION SCORE BREAKDOWN**

SECTION 1. OVERVIEW OF FESTIVAL OR EVENT	15 POINTS
Question 1.1	(5 points)
Question 1.2	(10 points)
SECTION 2. EVENT DEVELOPMENT AND INNOVATION	20 POINTS
Question 2.1	(10 points)
Question 2.2	(10 points)
SECTION 3. EXCELLENCE IN MARKETING	15 POINTS
Question 3.1	(5 points)
Question 3.2	(10 points)
SECTION 4. EXCELLENCE IN CUSTOMER SERVICE	15 POINTS
Question 4.1	(10 points)
Question 4.2	(5 points)

### SECTION 5. EXCELLENCE IN SUSTAINABLE & RESPONSIBLE BUSINESS

**15 POINTS** 

• Responsible Tourism and Sustainability Achievements.

(5 points)

Question 5.1

(10 points)

### **SECTION 6. FINAL REMARKS**

**Final Remarks** 

### **SUMMARY OF QUESTIONS**

### **SECTION 1. OVERVIEW OF FESTIVAL OR EVENT**

Question 1.1 A. Provide an overview of the festival/event.

B. Provide visual evidence to support your answer.

Question 1.2 A. How does the event integrate with the local, regional, or

state tourism industry to stimulate economic activity?

B. Provide visual evidence to support your answer.

### **SECTION 2. EVENT DEVELOPMENT AND INNOVATION**

Question 2.1 A. What improvements were made to the festival/event during

the qualifying period?

B. Provide visual evidence to support your answer.

Question 2.2. A. What strategies were developed in the qualifying period to

mitigate business risks and ensure the future sustainability of

the festival/event?

B. Provide visual evidence to support your answer.

### **SECTION 3. EXCELLENCE IN MARKETING**

Question 3.1. A. Provide an overview of the festival/event target market.

Question 3.2. B. Provide 1 - 2 examples of marketing strategies used to

promote the festival/event during the qualifying period, along

with their outcomes.

### **SECTION 4. EXCELLENCE IN CUSTOMER SERVICE**

Question 4.1 A. What initiatives has the festival/event put in place during

the qualifying period to ensure high attendee satisfaction

levels throughout the visitor journey?

B. Provide visual evidence to support your answer.

Question 4.2. A. How has the festival/event made improvements to be more

inclusive throughout the qualifying period?

B. Provide visual evidence to support your answer.

### SECTION 5. EXCELLENCE IN SUSTAINABLE & RESPONSIBLE BUSINESS PRACTICES

Responsible Tourism and Sustainability Achievements.

**SECTION 1. OVERVIEW OF FESTIVAL OR EVENT** 

Question 5.1. A. What efforts have been made in the qualifying period

towards responsible and sustainable business practices?

**5 POINTS** 

B. Provide visual evidence to support your answer.

### **SECTION 6. FINAL REMARKS**

Final Remarks

### **RESPONSE GUIDE**

	0100
Question 1.1	5 points
Question 1.1.A Provide an overview of the festival/event.	
(text box response)	

### Response Guidance

This is where you set the story of the festival/event and give the judges insight into the visitor experience on offer. It is recommended that you begin by explaining the reason for the development of the festival/event, how it started and why the chosen time of the year, and who it is targeted towards. What is the purpose/goal/objective of the festival/event?

You should then take the judges on a journey of the festival/event, including key people or organisations involved, details of how long it has been running, any

significant changes that have happened over time or how the festival or event might have evolved.

Ensure that key information on the festival or event duration and scale is included here – whether it is a single day event, weekend or longer, whether it is a daytime or evening event, number and type of venues, the capacity of the venue(s), etc.

Demonstrate why the festival/event should be considered as an award-winning tourism festival/event by highlighting the points of difference and what sets it apart from other festivals/events. Specify amenities or facilities that enhance visitor satisfaction.

This is where the judges (and auditors) will gain an understanding of how it fits into the category.

Question 1.1.B Provide visual evidence to support your answer.

File Name	Description of	Evidence Attachment
	Evidence	
	(up to 10 words)	
		Attachment
		Attachment
		Attachment

### Response Guidance

This is where you can include images to support your answer in Q1.1.A Examples of the type of evidence you can include are:

- Images of the festival/event, staff, experiences, etc.
- Map of location of festival/event, route etc.
- Up to 1 video of the festival/event.

Do not include any documents (plans, procedures, policies etc.).

Question 1.2 10 points

Question 1.2.A How does the event integrate with the local, regional, or state tourism industry to stimulate economic activity?

Destination:	Select one - Local, Regional, State
How does the festival/event	
support the profile and appeal	
of the destination?	
How does the festival/event	
align with destination tourism	
strategies?	
How does the festival/event	
stimulate economic activity for	
the destination?	

### Response Guidance

Provide 1 - 2 examples.

# (?) Profile and appeal of Destination

Provide examples of the positive impact the festival/event has on the destination's appeal to visitors.

# (?) Alignment with Destination Strategies

Provide an insight into how the festival/event supports and aligns with destination tourism strategies e.g., local government economic development plans, destination management plan.

# (?) Economic Activity

Use measurable data from the qualifying period to demonstrate how the festival/event has contributed to the destination's economy.

Consider, for example, an increase in visitor numbers, economic spend, awareness, job creation, new skills learned by the locals and permanent infrastructure that is a positive for the local community.

# Question 1.2.B Provide visual evidence to support your answer.

File Name	Description of	Evidence Attachment
	Evidence	
	(up to 10 words)	
		Attachment
		Attachment
		Attachment

### Response Guidance

This is where you can include images to support your answer in Q1.2.B Examples of the type of evidence you can include are:

- Graphs demonstrating the economic impact to the destination.
- Infographic demonstrating key pillars of the destination tourism strategy.

Do not include any documents (plans, procedures, policies etc.). Ensure that any infographics or images with writing are provided context with the answer at 1.2.A.

SECTION 2. EVENT DEVELOPMENT AND INNOVATION	20 POINTS
Question 2.1	10 points
Question 2.1.A What improvements were made to the festival/event during the	
qualifying period?	

Provide a short overview of the festival/event's approach towards developing its business operations and/or product offering.

Improvement 1:			
What specific improvements has the festival/event implemented in its operations and/or the product offering during the qualifying period? Keep the response here to one line, providing a basic introduction to the improvement.			
Describe the Improvement:			
Provide further detail on the			
improvement.			
Rationale:			
What were the reasons for			
implementing this improvement?			
Research and Planning:			
What research and planning did the			
festival/event do to drive positive			
outcomes from the improvement?			
Outcomes			
What specific goals did the			
festival/event aim to achieve with this			
improvement and were they			
successful?			

Provide 1 - 2 examples.

# (?) Overview

Consider what improvements the festival/event did to innovate and/or develop the festival/event within the qualifying period.

Examples of an improvement could be the enhancement or development of a new experience/facility, updating point of sale processes or changing to ethically sourced supplies.

It is understood that festivals/events may have implemented/designed activities outside of the qualifying period. These can be included – but the festival/event must have been held in the qualifying period.

# (?) Rationale

The judges will be looking for an understanding of what prompted the improvement e.g. was it a result of guest feedback, environmental/site considerations, change in market demand, growth of festival.

### (?) Research and Planning

Outline what research and planning was undertaken to ensure that the improvement would meet the desired outcomes.

Provide the judge with the specific goals that the festival/event aimed to achieve with the improvement.

Some examples of specific goals could be:

- Reduce manual effort by 15%.
- Improve workflow efficiency by 30%.

# (?) Outcomes

What were the measurable results of these improvements?

Provide measurable results that demonstrate to the judge the outcomes of the improvement.

Consider what learnings were made during this process, particularly if intended outcomes were not achieved.

### Question 2.1.B Provide visual evidence to support your answer.

File Name	Description of	Evidence Attachment
	Evidence	
	(up to 10 words)	
		Attachment
		Attachment
		Attachment

Provide evidence to support your response. For example:

- An image of the improvement
- A testimonial demonstrating the outcome (NOTE: the main content of the testimonial must appear in the written response)
- Before and after images of works
- An infographic e.g. graph, demonstrating the outcomes.

Question 2.2.	10	points

Question 2.2.A What strategies were developed in the qualifying period to mitigate business risks and ensure the future sustainability of the festival/event?

Provide a brief overview of the festival/events approach to risk and business sustainability.

Risk Example 1.	
Name the risk	
Overview of Risk	
What is the risk and its impact	
to the festival/event?	
Outline the strategies to	
mitigate the risk/s.	
What specific strategies were	
developed to limit the likelihood	
or consequence of the risk?	
Rationale of mitigation	
strategies	
What research was undertaken	
to understand the strategies	
effectiveness in mitigating the	
risk	
What were the outcomes?	
What were the measurable	
results of these strategies?	

Provide 2-3 examples.

Consider a range of risks impacting the sustainability of the festival/event which could include, for example, ongoing funding/sponsorship, local community support, environmental/site considerations, media backlash, attendee safety.

### (?) Overview of risk

Provide the judge with an overview of the risk, including the potential impact to the festival/event.

# (?) Strategies to mitigate risk

Provide the judge with an understanding of the strategies implemented within the qualifying period to mitigate the risks and challenges.

### (?) Rationale

Explain why the strategies were chosen to mitigate the risk. What research was undertaken to understand its effectiveness in mitigating the risk?

# (?) Outcomes

What were the measurable results of these strategies?

Provide measurable results that demonstrate to the judge how the strategy has mitigated the risk.

Consider what learnings were made during this process, particularly if intended outcomes were not achieved.

### Question 2.2.B Provide visual evidence to support your answer.

File Name	Description of	Evidence Attachment
	Evidence	
	(up to 10 words)	
		Attachment
		Attachment
		Attachment

Provide evidence to support your response. For example:

- An image of the risk area
- A testimonial demonstrating the outcome
- An infographic e.g. graph, demonstrating the outcomes or funding sources

SECTION 3. EXCELLENCE IN MARKETING	15 POINTS
Question 3.1.	5 points
Question 3.1.A Provide an overview of the festival/events target	markets.

Provide a brief introduction to the festival/events target markets and how the top market was identified.

### **EXAMPLE**

# What research have you undertaken to confirm this target market is right for the festival/event?

Describe the research or analysis undertaken to determine that this target market and their characteristics are suitable to the festival/event.

### Response Guidance

Provide details of the events' top target market.

A **target market** is a specific group of potential customers that a festival/event directs its marketing efforts and products towards.

Identify the various characteristics such as demographics, psychographics, geographic location, and buying behaviour of the selected target market.

Demonstrate how the festival/event tailors its products/service/visitor experience to effectively reach and engage the target market.

# (?) Target Market Characteristics

For the target market characteristics, consider the following:

- Geographic Where they are: Where the people live or visit
- Demographic Who they are: Their age, family size, income, or lifestyle, such as families, retirees, or holidaymakers.
- Psychographic What they care about: What they enjoy, believe in, or value, like being active, spending time outdoors, or supporting local businesses.
- **Behavioural What they do, how they act**: e.g. like hiring bikes, exploring the area, or looking for fun activities.
- Motivations What drives them, why they do things: e.g. like wanting to have family adventures, stay healthy, or trying something new.

# (?) Meeting the expectations of a target market

Demonstrate the festival's/event's understanding of the target market's needs, preferences, and behaviours, and how the festival/event has tailored its products, services or experiences to meet these needs.

# (?) Research

Outline how the festival/event has determined that this target market is suitable for the festival/event. What research was undertaken, and what was concluded from this research.

### 3.1.B Provide visual evidence to support your answer.

File Name	Description of	Evidence Attachment
	Evidence	
	(up to 10 words)	
		Attachment
		Attachment
		Attachment

Provide evidence to support your response. For example:

- An image of the target market
- An infographic e.g. graph, demonstrating the market characteristics

Question 3.2 10 points

Question 3.2.A Provide 1-2 examples of marketing strategies used to promote the festival/event during the qualifying period, along with their outcomes.

Provide a short overview of the festivals/events approach towards developing
its marketing strategies.

# **EXAMPLE**

Marketing Strategy 1:	
What was the marketing	strategy? E.g. was it a campaign, an exhibition, an
event, a partnership, or o	other marketing initiative?
Objective:	Provide quantifiable objectives for the strategy.
Tarket Market:	As per market/s identified in Q3.1
Concept:	Provide greater detail of the strategy.
Rationale and	Describe the research and analysis undertaken to
Research:	determine that this strategy will achieve the
	objectives and reach the intended target market.
Activity/Tactics:	Describe the activities or tactics used in the strategy.
How does this strategy	Detail how the local, regional or state marketing plans
align with local,	were considered in the development of the strategy.
regional or state	
marketing plans?	
What were the	E.g. an increase to website traffic by 21% which
outcomes?	generated an increase in online bookings by 30%
	generated an mercuse in orimic bookings by 50%

# Response Guidance

Provide 1-2 examples.

It is recommended that you include examples that differ to any of the improvements you have included in question 2.1.

# (?) Objectives

Provide details on the festival/events marketing objective.

Objectives or goals can include, but are not limited to:

- o Improve brand awareness
- Increase sales
- Higher number of leads
- Attract new / increase attendees
- Retention of attendees
- Increase online engagement
- o Expand into new markets
- o Optimise ROI
- Highlight new features/experiences

Be sure to provide some quantifiable objectives e.g. increase leads from website by 10%.

# (?) Target Market

Begin by outlining who the festival/event has aimed its marketing towards and demonstrate a clear understanding of this market. Consider, for example, who they are, where they are from, how old they are, how they purchase travel, what motivates and inspires them and how your product meets their expectations.

Demonstrate how the target market/s are suitable for the festival/event.

# (?) Concept

This is where you can provide an overview of the strategy outlining its key highlights.

For example;

- A digital campaign to highlight the unique selling proposition of the festival/event
- A PR campaign to highlight how the festival/event fulfils specific visitor needs
- Improved website content to create an emotional connection with visitors
- Targeted email campaign conveying key festival/event ethics/commitments e.g. sustainability or accessibility
- Social campaign demonstrating how the festival/event aligns with target markets values, preferences etc.

# (?) Rationale

Demonstrate how these marketing strategies were formulated by outlining the research undertaken and how the strategies align with the target market's attributes.

Why did the festival/event execute this strategy?

And what research was used to support the development of this strategy, e.g. visitor feedback, ticket sales, digital analytics etc.

# (?) Activity/Tactics

Describe the activities or tactics used in the strategy

Different channels can include, but are not limited to;

- Digital Advertising
- Emails
- Events
- Influencer marketing
- Search Engine Optimisation
- Social Media
- Traditional Marketing

# (?) Align with local, regional or state marketing plans

Demonstrate how the festival/event's marketing strategy aligns with local, regional or state marketing plans.

# (?) Outcomes

Detail how these marketing activities assisted or raised the profile of the area or community associated with the festival.

Detail how these marketing activities have been successful. You should consider metrics to measure the outcomes and consider activities such as media coverage, social media engagement, increased web traffic, increased ticket sales.

If providing a snapshot of data within your image allocation, ensure you provide an analysis and/or interpretation of this in your written response, rather than leaving it to the judges to decipher.

If the anticipated outcomes were not reached, acknowledge this, and provide the judge with insight as to why. How did the festival/event respond?

If the outcomes are still pending, provide what data is available and what the forecasted results may be.

### 3.2.B Provide visual evidence to support your answer.

File Name	Description of	Evidence Attachment
	Evidence	
	(up to 10 words)	
		Attachment
		Attachment
		Attachment

Provide visual evidence demonstrating the marketing activity.

Videos can be included, however do not produce a video for the specific purpose to respond to this question, it must have been produced as part of the activity.

Examples of images/video evidence can include:

- Instagram Reel
- TikTok
- Video segment on TV
- TV Commercial

SECTION 4. EXCELLENCE IN CUSTOMER SERVICE	15 POINTS
Question 4.1	10 points
Question 4.1.A What initiatives has the festival/event p	out in place during the
qualifying period to ensure high attendee satisfaction	levels throughout the
visitor journey?	

Provide a brief overview of the festival/events customer service philosophy.

EXAMPLE	
Customer Service Initiative 1.	

Describe the initiative that enhances the festival/events customer service:	
At what stage of the visitor journey does this impact?  (Pre, During, Post, All)	(checkbox with multiple choic option)
What influenced the development of this initiative?	
What investment has been made in this aspect of the visitor experience?	
What outcomes have come from this	

Provide 1-2 initiatives.

Focus on the initiatives that have specifically related to customer service and provide examples that have not been included in question 2.1.

Ensure that you include activity that is new in the qualifying period.

This could include, but is not limited to:

- Staff training and development
- Attendee feedback and post stay surveys
- Improved entry and/or ticketing processes
- Improved service delivery on arrival at the festival/event
- Improved access to programming or other festival/event information
- Additional services e.g. partnerships with tourism attractions and accommodation

# (?) Describe the initiative

Consider the various touchpoints of visitor engagement and how these have been enhanced, specifically for the customer experience.

# (?) Stage of the visitor journey

Specify at what point the initiative takes place within the visitor journey – pre, during, post or at all points.

# (?) Influence of Initiative

Consider why the festival/event focused on improving this specific attendee experience.

This could be, but is not limited to examples such as;

- Customer / attendee feedback
- Staff input
- Competitive landscape
- Data/survey insights
- Shift in customer / attendee demands or expectations

### (?) Investment

Consider all resources put towards the initiative. This could be financial, time investment in staff, technologies, supply chain etc.

### (?) Outcomes

Provide examples of what outcomes were achieved because of the initiative. For example, increased online ratings by XX%, return visitation etc.

You could include testimonials here to demonstrate an improved visitor experience.

### 4.1.B Provide visual evidence to support your answer.

File Name	Description of	Evidence Attachment
	Evidence	
	(up to 10 words)	
		Attachment
		Attachment
		Attachment

### Response Guidance

This is where you can include images to support your answer in Q4.1.A Examples of the type of evidence you could include are:

- Staff initiatives
- Customer initiatives in place
- A testimonial demonstrating the outcome (NOTE: the main content of the testimonial must appear in the written response)

Question 4.2.	o points
Question 4.2.A How has the festival/event made improvem inclusive throughout the qualifying period?	ents to be more
<ul> <li>Has undertaken or updated an Accessibility Ass</li> <li>the Accessible Tourism Program on the QTF in the</li> <li>Has included an Accessible Guide on the festive</li> <li>Please insert website page the guident</li> </ul>	ne qualifying period.  al/event website
(text box response)	

Demonstrate how the festival/event has actively considered, and where able, met the needs of a diverse community. This could include:

- Staff training
- Management and leadership
- Business policy making
- Improved/modified systems/operations/facilities

Demonstrate how the festival/event has analysed its target markets and identified any specific requirements that may need to be considered for these guests.

# 4.2.B Provide visual evidence to support your answer.

File Name	Description of	Evidence Attachment
	Evidence	
	(up to 10 words)	
		Attachment
		Attachment
		Attachment

This is where you can include images to support your answer in Q4.2.A Examples of the type of evidence you can include are:

Responsible Tourism and Sustainability Achievements. 5 POINTS

- Inclusive initiatives in place
- A testimonial demonstrating the outcome (NOTE: the main content of the testimonial must appear in the written response)

# SECTION 5. EXCELLENCE IN SUSTAINABLE & RESPONSIBLE BUSINESS PRACTICES 15 POINTS

	Sustainable Tourism Accreditation Has undertaken an assessment of its emissions and identified measures to reduce and offset e.g. through the Tourism Emissions Reduction Program. Has undertaken an Accessibility Assessment e.g. through the Accessible Tourism Program on the QTF. Has included an Accessible Guide on the festival/event website
Question 5.1	10 points
Ouestion 5.1	A What efforts have been made in the qualifying period towards
	and sustainable business practices?
	. ,
responsible	. ,
responsible	overview of the festival/events philosophy on responsible and

# **EXAMPLE**

	Example 1.		
	Select the type of activity	(drop down list)	
Cultural			
	Provide an example of how the	What were the	Supporting
	festival/event supports the	outcomes? (E.g.	evidence.
	engagement and representation	included an	Upload an
	of culture.	acknowledgment of	image to
	(E.g. Aboriginal and Torres Strait	country on 25	support the
	Islander people, heritage, religion.)	different	response.
		banners/signs	
		across the	
		festival/event site.)	
Example			
Environm	ental		
	Provide an example of how the	What were the	Supporting
	festival/event minimises its	outcomes? (e.g. the	evidence.
	impact on the environment.	amounts	Upload an
	(E.g. water conservation, waste	saved/reduced in	image to
	management/reduction/recycling,	comparison to the	support the
	fuel and energy reduction, carbon	previous year (or	response.
	reduction/offset, refuse initiatives,	multiple years if you	
	noise cancellation, wildlife	have good records)	
	destruction/interruption measures		
	in place, participation in programs		
	such as the Tourism Emissions		
	Reduction Program.)		
Example			
Social/Co	mmunity		
	Provide an example of how the	What were the	Supporting
	festival/event contributes to or	outcomes? (E.g.	evidence.
	benefits the local community.	contracted local	Upload an
	(E.g., supporting local businesses,	business to source	image to
	product packaging, charitable	and supply all	support the
	donations, sponsorship,	festival/event	response.
	engagement with community	merchandise.	
	groups, supporting local talent,	\$10,000 spent in the	
	school education and	local region)	
	involvement, work experience, support of fundraising.)		

Economic			
	Provide an example of how the	What were the	Supporting
	festival/event supports the local	outcomes? (E.g. 75%	evidence.
	economy. (E.g., local purchasing, creating job opportunities, promotion of local businesses, support of community funding initiatives, understanding of spend by the business customers to the region/community.)	of all our expenses were spent in a particular region)	Upload an image to support the response.
Example			
Ethical			
	Provide an example of how the	What were the	Supporting
	festival/event acts ethically	outcomes? (E.g.	evidence.
	throughout its development. (E.g.,	Partnered with a	Upload an
	through animal welfare,	local artist	image to
	restoration, procurement,	collective,	support the
	inclusivity, human slavery etc.)	generating \$10,000 in sales and fostering cultural engagement for the 2,345 attendees.)	response.
Example			

Please provide 2 - 3 examples.

This in an opportunity to offer deeper insight into how the festival/event is achieving excellence in both business operations and tourism.

Try to include examples that have not already been identified in previous answers.

Festivals/events are encouraged to provide a response across all areas. However, it is essential to focus on their strengths to effectively showcase their unique capabilities and achievements.

# SECTION 6. FINAL REMARKS

In 100 words or less, provide any final remarks as to why the festival/event show	uld
be considered as a winner in its chosen category.	

(text box)		

# Response Guidance

Make this a personal response to close out the submission.