

# Event Form Details 2021

If there are any changes to this Event, eg change of supplier, change of venue

**PLEASE SUBMIT A NEW EVENT FORM**

DATE REQUESTED: \_\_\_\_\_ DATE OF EVENT: \_\_\_\_\_

## CONTACT DETAILS

First Contact Details: Name: \_\_\_\_\_ Contact No: \_\_\_\_\_

## EVENT DETAILS

Event Times/s: Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

Event Description: \_\_\_\_\_

Location: Campus and Room: \_\_\_\_\_ Other/Venue: \_\_\_\_\_

Address of Venue if location is not at School: \_\_\_\_\_

How many students attending: \_\_\_\_\_ How many Adults: \_\_\_\_\_ Names of Adults (pls write overleaf)

Book Bus: \_\_\_\_\_ No. of Passengers: \_\_\_\_\_ COST of Bus: \$ \_\_\_\_\_

Departure Time from School: \_\_\_\_\_ Departure Time back to School: \_\_\_\_\_

COST of Excursion/Incursion: \$ \_\_\_\_\_

Venue Insurance Details: \_\_\_\_\_

Excursion/Camp Policy Checklist: Completed YES NO (refer to Appendix 2 of the Excursion & Camp Policy)

## TEACHERS NOTE:

**Remember to register children with STUDENT ACTIVITY LOCATOR (SAL) for all Events (ie Excursions/Camps) outside of School**

Event will be using the following equipment:

(School equipment) \_\_\_\_\_

(Organisers equipment) \_\_\_\_\_

Supplies: (School provided supplies) \_\_\_\_\_

How have children with special needs/dietary requirements been considered? \_\_\_\_\_

Please see map attached showing route of any power cords/cables that will be used.

Information will be distributed to (TICK)

Principal/Business Manager

All Staff

All Parents

Other \_\_\_\_\_

**Attached is information about this Event**

\_\_\_\_\_  
Principal (Signature)

\_\_\_\_\_  
Business Manager (Signature)

