

Section A: Request information				
Organisation				
Dates/times	Option 1	Day:	Date:	Time:
	Option 2	Day:	Date:	Time:
Request type	Education session Fundraising event representative Combination			
Organisation type	Community	Workplace	Education	
	Childcare	Primary	Secondary	Tertiary
	Other: <b>If this booking is not related to a fundraising event:</b> Community group "no cost" - donation suggested Worksite/private enterprise costs will be incurred			
Section B: Education session				
Topic:				
Length of talk (30 mins)		Reason for request:		
Have you had a Cancer Council education session before?		yes	no	
How did you find out about our education session services?		website	word of mouth	
just thought to call		sent information	other	
Section C: Fundraising event representative				
Event	Australia's Biggest Morning Tea		Daffodil Day	Pink Ribbon Day
			Other	
Requirements of speaker :			Estimated time:	
Background information :				
Section D: Other important information				
Venue address:			Construction site Safety gear required (safety gear cannot be provided by speaker)	
Parking available	Yes	No	Parking directions	
Estimated audience number		Age/s	Gender	male      female
Equipment	Provided by Venue		Provided by CCWA	Not required
Data projector				
Laptop				
Screen or wall				
Contact person:			Job Title:	
Mailing address:	Same as venue address above		Other:	
Phone:	Mobile:		Fax:	
Email:				
Date of request:			Taken by:	

## Tax Invoice

### Payment Details

	Cheque is enclosed and made payable to Cancer Council WA		
Invoice requested	Purchase Order Number		
Credit card (please tick)	Visa	Mastercard	
Card Number:			Expiry:
Name of cardholder:			
Cardholder signature:			
<b>Total cost:</b>			

### Action (office use only)

Nominated speaker				Meeting ID	
Session date/time				Company ID	
Costs:	Session		Travel	Brochures	Person ID
	Total Cost				Order ID

Action	Completed by	Date
Speaker request		
Confirmation phone call or email		
Talk entered in spreadsheet		
Equipment booked:		
<div style="display: flex; justify-content: space-between;"> <div>Laptop 1</div> <div>Laptop 2</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Projector 1</div> <div>Projector 2</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Large portable screen</div> <div>Small portable screen</div> </div>		
Other _____		
Car booked:		
<div style="display: flex; justify-content: space-between;"> <div>Corolla</div> <div>Ascent</div> <div>Ford Mondeo</div> <div>Hyundai i130</div> </div>		
Confirmation letter/invoice sent to organisation		
Confirmation details given to speaker		
Meeting created in Aptify		
Meeting ordered in Aptify		
Number of attendees updated		
Resources added to order		
Meeting shipped in Aptify		
Invoice sent to organisation		