



## EVENTS REQUEST FORM

Please forward completed form to [info@bacc.org.au](mailto:info@bacc.org.au)

### CONTACT DETAILS

Name:	Position:
School/Organisation:	
Address:	
Phone:	Email:
Mobile:	

### REASON FOR REQUEST

Type of event <i>I.e. Youth Week Expo, 16 Days of Activism Expo, events could be connected to a significant days such as Harmony day or Refugee week etc.</i>
What is the purpose of the event?
What outcomes are you hoping to achieve?

### DATES & DURATION

Term(s)	1	2	3	4
Day of the week:	Date:			
Start time:	Finish Time:			
Venue (eg: school hall, undercover space etc):				
Proposed schedule (students attend event year group at a time etc):				
<b>Please note:</b> <ul style="list-style-type: none"><li>• Requests must be received and approved at least 4-6 weeks prior to the event date.</li><li>• BACC staff are required to complete a risk assessment of the venue prior to the event date.</li></ul>				

### STUDENTS

Approx. no. of students:
Students who identify as Aboriginal Torres Strait Islander:

Does BACC have permission to take and use photographs of students for promotional purposes? *(please circle)*

**Yes**

**No**

*Signage will be displayed throughout the event and photographer will be wearing a hi-vis vest. Students/teachers can ask to not have their photo taken on the day.*

Does BACC have permission to use the school logo for promotional purposes? *(please circle)*

**Yes**

**No**

**For further information please contact BACC on 9626 5312**

*Office use only*

*Application successful? Yes / No*

*Confirmation email (date): \_\_\_\_\_*

*Photo Consent discussed? Yes / No*

*Projector/Screen available? Yes / No*

*Whiteboard available? Yes / No*

*Additional Comments/ Information:*