Organisation of local regional member networking events. Confirm venue and complete Proformas as required.

# It is up to each region if they would like participate in livestreaming of regional meetings held on the same scheduled night as Brisbane Bi-Monthly meetings 08/08/24 & 03/10/24

Please complete details below (as relevant) and send to Jennifer Ingham qld@aclca.com.au

|  |  |
| --- | --- |
| Date  |  |
| Regional Area  |  |
| Contact Person  |  |
| Contact Number  |  |
| Contact Email  |  |
| **Event Type**  |  |
| **Proposed Event Date**  |  |
| Venue |  |
| * Host Member Company
 |  |
| * Other
 |  |
| Venue Contact Details  |  |
| * Contact Person
 |  |
| * Contact Number
 |  |
| * Email
 |  |
| Attendance Capacity |  |
| * Seated
 |  |
| * Standing
 |  |
| Type of Catering Required?1. Breakfast
2. Morning/Afternoon Tea
3. Evening (eg Pizza & Drinks)
4. Other – provide details
 |  |
| Estimated cost including fee breakdown |  |
| Audio Visual Equipment Required Y/N |  |
| Livestreaming Option Available Y/N  |  |
| MS Teams Option Available Y/N |  |
| **ACLCA Member ONLY Y/N** |  |
| Other comments  |  |