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](mailto: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 |  |