

# Education Session Request Form



Please fill out this form and return to:  
**Jenny Singe, Director**  
 headspace Bendigo  
 78-80 Pall Mall, Bendigo  
 PO Box 1121, Bendigo Central, Vic 3552  
 T: 5434 5345  
 F: 5434 5420  
 E: headspace@bchs.com.au

All requests will be considered however our capacity is dependent on the availability of qualified staff. A minimum of 4 weeks' notice prior to an event would be appreciated.

## DETAILS

Organisation	
Contact Person	
Phone	
Email	
Audience age group	
Number of participants per session	
Number of sessions requested	
Proposed session dates	
Proposed start and finish times of each session	
Session location	
Special needs Y/N include details e.g. behavioural issues, literacy etc.	

## BACKGROUND

Session Topic: Please provide as much information about what you would like us to cover to ensure we can provide the session you need	
Estimated level of current knowledge about the topic and any other helpful background information	
Resources available eg projector, white board etc	<input type="checkbox"/> Projector <input type="checkbox"/> White Board <input type="checkbox"/> Laptop <input type="checkbox"/> Projector Screen <input type="checkbox"/> Speakers/Microphone

## OTHER INFORMATION/COMMENTS?

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