

Request for **headspace** Werribee attendance

**Please complete this form and submit to the headspace Werribee Community Awareness Officer at [kim.dangmcdonald@orygen.org.au](mailto:kim.dangmcdonald@orygen.org.au) or fax to 8001 2362.**

What we can offer:

Service information - an overview of headspace services in Werribee, how to access and refer.

Mental Health literacy - information on general mental health, keeping well, who to talk to, destigmatising help-seeking and what services are available.

School visits - involvement in school health curriculums and strategy, presentations on specific and/or general issues.

School group work - group work established into curriculum to meet the mental health needs of students (upon negotiation).

Events and Festivals - attendance at events and festivals at schools and within the community.

Please note: **headspace** Werribee receives many requests to attend organisations and events.

In order to plan and provide the right staff, information and resources we ask that you give a minimum of **six weeks’ notice** prior to your requested attendance date. Whilst we endeavour to meet as many requests as possible, it isn’t always possible to meet them all.



Request for **headspace** Werribee attendance

*Please tick*

School visit/presentation

Community visit/presentation

Attendance at event

Organisation Name

Requester name

Requester phone

Requester email

Proposed date(s) and time(s). **Please note**: attendance is only available Tuesday – Friday.

Attendance venue name and address

Target audience (for example: Year 10 students, all male)

Number of people in audience/expected to attend event

Purpose of **headspace Werribee** attendance

Expected outcome(s) of **headspace Werribee** attendance

**Equipment checklist for presentation (required)**

*Please tick if you have these available for* **headspace** **Werribee** *attendance.*

[ ] Microsoft PowerPoint compatible computer/laptop with USB input

[ ] Projector & Screen

[ ] Audio and access to YouTube

[ ] Microphone (if necessary for venue size)

[ ] White Board

If you do **NOT** have this equipment, please contact the **headspace Werribee** centre to discuss.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_