headspace Wonthaggi
Event Request Form

Thank you for considering headspace Wonthaggi to be a part of your event. Please complete the following form and return it to info@headspacewonthaggi.org.au. headspace Wonthaggi will respond within five business days of receiving your application.

Today's date:	
Organisation requesting:	
Contact name:	
Contact phone number:	
Title of Event:	
Date of event:	
Location of event:	
Event Start/Finish time:	
Preferred arrival time to set up:	
Purpose of the event:	
Please provide a description of your plan for the day:	
Expected number of attendees:	

Who will be present at your event? *(Please tick)*

Young people 12—17: ☐ Young children 0-12: ☐

Young people 18—25: ☐ Community members: ☐

Parents/carers/family: ☐ Staff: ☐

Others *(Please describe):* ☐ _____

Please provide any other specific information we need to know about the audience:

Which headspace service option/s are you requesting? *(please tick)*

headspace presentation: ☐
(includes introduction to the service and tips for a healthy headspace)

headspace pop-up, stand or stall: ☐

headspace workshop: ☐
Topic for workshop: _____

Panel discussion: ☐
Topic of discussion: _____

Printed materials/merchandise: ☐

Other: ☐

Is it appropriate for headspace Youth Advisory Group (YAG) members to be involved? (YAG members are aged between 15 and 25 and work closely with headspace Wonthaggi).

Yes: ☐ No: ☐

What equipment will you have available at the event? *(please tick)*

Table (for pop-up): ☐ Power access ☐

Chairs ☐ Internet access ☐

Marquee (if outdoors) ☐ Microphone/Speakers ☐

Laptop, projector and screen (for workshops) ☐

Is free parking available close by? Yes ☐ No ☐
Please describe:

Are our staff able to take photographs for promotional purposes, including headspace social media platforms?

Yes ☐ No ☐

Is there anything else we need to know? (Please include fliers, maps, run sheets, risk assessments or other key information via email attachment with this form).

Email to headspace

OFFICE USE ONLY – DO NOT COMPLETE

Clinical Lead Approval: Yes ☐ No ☐

Comments:

Signature:	**Date:**

Centre Manager Approval: Yes ☐ No ☐

Comments:

Signature:	**Date:**

headspace Wonthaggi is operated by Relationships Australia Victoria. All headspace services are funded by the Australian Government Department of Health and Aged Care. Administration of funding is carried out by the headspace centre's local Primary Health Network (PHN), in this case, Gippsland PHN. Please note that headspace policy is that we will not participate in events promoting alcohol, tobacco or firearms as part of the event.