

# ORGANISATION SPEAKER AND TRAINING BOOKING FORM

Have you engaged a speaker from RTSSV before:  Yes date: \_\_\_/\_\_\_  No  Not sure

How did you hear about RTSSV?

Please describe your organisation and its main purpose:

Address of venue (building/room) for presentation:

Suburb: Postcode:

Preferred date of talk(s):

Preferred time of talk(s):

Preferred duration of talk(s):

Please indicate the anticipated number participants attending

## EQUIPMENT

Do you have a data projector for the speaker's use?  yes  no

Do you have a DVD player for the speaker's use?  yes  no

Is there room to move around in activities?  yes  no

Please indicate below topics of concern you would like addressed in the presentation. This information is to plan the content and to brief the allocated speaker.

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## PLEASE PROVIDE YOUR CONTACT DETAILS FOR BOOKING CONFIRMATION

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Contact number: \_\_\_\_\_

Email: \_\_\_\_\_

ABN \_\_\_\_\_

## PAYMENT

**To book:** Return completed booking form to the Manager of Education Services giving at least one month's notice if possible.

**Speaker's fee:** \$500 (based on 1 – 1 ½ hours)

**Program fee:** Programs are tailored to meet your specific needs and can be half or full day

**Travel cost:** \$0.66 per/km – if a total of more than 40 km return travel distance; this cost applies to both the staff and volunteer speakers, if applicable.

Please ask us for a quote.

To be invoiced:  yes  no \_\_\_\_\_

Total payment enclosed: \$ \_\_\_\_\_

Method of payment:  credit card  cheque (made payable to RTSSV) \_\_\_\_\_

Credit card type:  MasterCard  Visa \_\_\_\_\_

Card number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Expiry date: \_\_\_\_\_ / \_\_\_\_\_

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

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

Completed requests should be emailed to [chris.harrison@rtssv.org.au](mailto:chris.harrison@rtssv.org.au) or faxed to 03 9877 9799 and you will be contacted to confirm a date and time. Thank you for inviting Road Trauma Support Services Victoria to speak to your organisation.