

SCHOOL/YOUTH SPEAKER AND PROGRAM BOOKING FORM

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

How did you hear about RTSSV?

Name of school/youth group:

Address and location of venue for presentation:

Suburb:

Postcode:

Address for invoicing:

Suburb:

Postcode:

Preferred date of talk(s):

Preferred time of talk(s):

Preferred duration of talk(s):

Please indicate the anticipated number of students/youth attending:

Age range of students/young people 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.

Please tell us about any incidents of road trauma experienced by students/young people of which you may be aware:

PLEASE PROVIDE YOUR CONTACT DETAILS FOR BOOKING CONFIRMATION

Name: _____

Position: _____

Contact number: _____

Email: _____

PAYMENT

Speaker's fee: \$350 (based on 1 – 1 ½ hours)

Program fee: Programs are tailored to meet your specific student or young person or staff needs.

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 money order 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 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.