animalhealth AUSTRALIA

Working together for animal health

AHA EVENTS

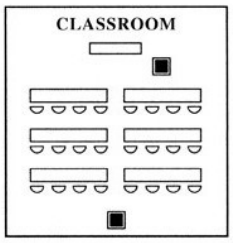
EVENT BOOKING FORM

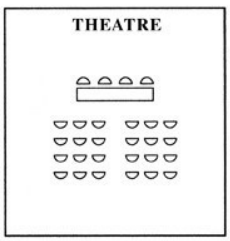
Please complete and return to: events@animalhealthaustralia.com.au

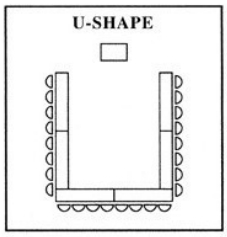
For queries please contact the Events Officer via 02 6203 5522 or the above email.

EVENT AND ORGANISATION DETAILS	
Event name:	
Event date/s:	
No. of attendees:	
Booking contact name:	
Booking contact phone:	
Booking contact email:	
Organisation Name:	
Address:	
Contact name on the day: (include mobile number)	

ROOM REQUIREMENTS	
Meeting room/s requested:	
Room set up required: ***See table below**	
Audio visual requirements:	☐ Data Projector and screen ☐ Whiteboard ☐ Flipchart ☐ Other – please specify (we will do our best to accommodate your request) _____







EVENT TIMING	
Arrival of organiser:	
Arrival of delegates:	
Event to start:	
Morning Tea:	
Lunch:	
Afternoon tea:	
Event to End	

CATERING REQUIREMENTS	
Morning Tea:	
Lunch:	
Afternoon tea:	
Dietary Requirements: (include delegates name)	
** Dietary requirements can be amended up to 3 working days prior to your event, for changes contact events@animalhealthaustralia.com.au*	

CONFIRMATION			
Booking contact name:			
Booking contact signature:		**Date:**	

AHA EVENTS – OFFICE USE ONLY			
Signed booking form received by:		**Date:**	
Booking confirmed and confirmation sent by:		**Date:**	
Final numbers received and catering form sent by:		**Date:**	