

# Request Form for Community Engagement and School Talks.

**headspace** Shepparton would love to attend your event, school or service. However, we ask that you fill in the below form so we can best suit your needs.

- Please be advised, we need at least 3 weeks notice of events and presentations. We may not be able to meet your requests due to prior commitments. Requests that involve extensive travel may not be possible.
- **If you need to cancel an event or presentation, please advise us 1 week before.**

Name of School/Organisation:	
Contact Name:	Email:
Contact Number:	Mobile:
Date of event:	Time of event:
Address at which staff need to attend:	

Tick the Types of assistance required:

School Presentation:  Service Talk:  Event Participation:   
*(If School presentation- Please state which session topic you wish to have presented. A PDF of sessions available can be downloaded from headspace.org.au)*

**Please Provide Details regarding your expectations of headspace Shepparton:**

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**Participant Details:** *(please estimate the numbers)*

Students If so, Year Level: \_\_\_\_\_

Parents:  Staff:

General Public:

Please Tick what will be available to **headspace** staff on the day of the event/presentation:

Projector:  Table:  Chairs:  Marquee:  Microphone:  Whiteboard:   
*(Please ensure that the event is Sun Smart for staff attending)*

Thank you for taking the time to fill out this request form.

Please keep in mind that it might take a few days to process.

Please email to [headspace@gvhealth.org.au](mailto:headspace@gvhealth.org.au) or fax to 03 58218678