

Request Form: IN-SERVICE VISIT/TOUR

Please complete this form and return via email to:
headspace.Redcliffe@openminds.org.au

We will respond to all requests within **two weeks**.



Use this form if you would like to organise a visit to **headspace** Redcliffe to find out more about what we do.

The Community Development Team can host an on-site tour of our centre, providing an overview of the services, staff and resources on-site, as well as our referral process. Site visits are suitable for up to 10 people and can be tailored to suit young people, family and friends, and/or service providers.

To progress your request, please provide us with the following information:

Today's date: _____

Your name: _____

Organisation: _____

Phone number: _____

Email: _____

Visit details

Preferred date: ____/____/____ Start time: _____ am/pm End time: _____ am/pm

Alternative dates/times if your first preference is not available:

Please tell us the aim of your visit and what your expectations are from our team:

Who will be attending the in-service visit?

Young people (aged 12-25) Parents, family members, or carers of young people

Service providers Members of the general community

Other (please specify): _____

How many people in total do you expect to bring on the day? _____

OFFICE USE ONLY

<p>Calendar Availability:</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Merchandise/Fact Sheets Required:</p> <p>•</p>
<p>Approved Not Approved</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>•</p>
<p>Event organiser notified: ____/____/____</p>	<p>•</p>
<p>Staff / Volunteers needed:</p> <ul style="list-style-type: none"> • Pre-event (__) _____ _____ • At event (__) _____ _____ • Post-event (__) _____ _____ 	<p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p> <p>•</p>

Post Event Evaluation	
<p>Primary Purpose</p> <p><input type="checkbox"/> Community Awareness</p> <p><input type="checkbox"/> Mental Health Literacy/Training</p> <p><input type="checkbox"/> Stakeholder Engagement</p> <p><input type="checkbox"/> Marketing</p> <p><input type="checkbox"/> Meeting/Planning/Networking</p> <p><input type="checkbox"/> Group Session/Group Work</p>	<p>Specific Target Group</p> <p><input type="checkbox"/> Aboriginal and Torres Strait Islander</p> <p><input type="checkbox"/> LGBTQI</p> <p><input type="checkbox"/> Culturally and Linguistically Diverse</p> <p><input type="checkbox"/> Young Men</p> <p><input type="checkbox"/> At risk of homelessness</p> <p><input type="checkbox"/> Other _____</p>
<p>Audience Reached</p> <p><input type="checkbox"/> Young people 12-17</p> <p><input type="checkbox"/> Young people 18-25</p> <p><input type="checkbox"/> Young people 12-25</p> <p><input type="checkbox"/> Family and Friends</p> <p><input type="checkbox"/> General Community</p> <p><input type="checkbox"/> Service Providers</p> <p><input type="checkbox"/> Other _____</p>	<p>Number Reached</p> <p><input type="checkbox"/> 0-5 <input type="checkbox"/> 6-10</p> <p><input type="checkbox"/> 11-20 <input type="checkbox"/> 21-50</p> <p><input type="checkbox"/> 51-100 <input type="checkbox"/> 101-250</p> <p><input type="checkbox"/> 251-500 <input type="checkbox"/> 501-1000</p> <p><input type="checkbox"/> 1001-more</p>
	<p>School / Uni / Tafe Activity <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Youth Participation involved <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
	<p>Centre led & developed <input type="checkbox"/> Yes <input type="checkbox"/> No</p>