



Community Awareness, Education & Social Recovery Request Form

Please fill in this form and return to headspace Townsville (fax and email address listed on page 2). Please note that requests require at least three weeks' notice to ensure appropriate preparation and staff booking. If you have difficulty completing this form please call Hollie, Dylan or Nicky on (07) 4799 1799.

Contact Details

School/Organisation _____

Name _____

Contact Person _____

Position _____

Address

Postal Address

Phone _____

Mobile _____

Fax _____ Email _____

Will the address listed above be the venue for delivery? Yes

No

If not, where would you like the session held?

Service Request Details

Objectives (what do you want to achieve?)

Preferred Date/s? _____ Time/s _____

Participant's profile (age/profession etc)

Expected number of participants? _____

headspace Townsville always endeavours to deliver high quality programs suitable to each specific audience. At times due to the nature of requests and the research, preparation and delivery time involved, **headspace** Townsville may charge for specially requested sessions. After submission of this form you will be contacted by a **headspace** staff member to inform you if there will be any costs involved with the program. No preparation or

booking will commence until these charges are approved by your school/organisation.

Name: (Please Print)

Signature:

Please fax or email completed form to:

Fax: 07 4799 1798

Email: headspace@naphl.com.au

Thank you.

