## **headspace Event Request Form**

### Please complete the following form relating to event support and return to headspaceCDT@parramattamission.org.au. Please include any event flyers, run-sheets, site maps, media release forms and risk assessments as attachments.

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

**Contact Information**

Name Preferred Phone no.

Organisation Today’s Date

Please provide a brief description of your organisation

Email Address

Closest headspace centre

**Event Details**

Expected attendance Age range of Attendees

Date/s of the event (please provide a minimum of two weeks’ notice)

Please provide a brief description of the event and the target audience

What are the intended outcomes for the event?

How will you promote the event in your local community?

Please be advised that due to the limited capacity of the headspace Community Development Team we may not be able to arrange a presence at your event but will venture to support you through any means including the provision of resources/information.

Please email this completed request form to headspacecdt@parramattamission.org.au. Thank you for your consideration.