

# PROGRAM BOOKING FORM



## 1. PROGRAM BOOKING DETAILS

School / Organisation:

Program requested:

Preferred date:

Year level:

Estimated number of participants:

## 2. REQUIREMENTS FOR PROGRAM DELIVERY

**Special requirements for program delivery:** Please specify any specific needs or requirements:

**Additional participant needs:** Please provide any additional information relevant to the participants' needs:

**Facility features available for program delivery:**

Does your facility where the program will take place have access to the following? *(Please select all that apply).*

Seating

Tables

Projector /screen

IT connectivity

Speakers

Toilets

### 3. SCHOOL / COMMUNITY ORGANISATION DETAILS

Address:

Suburb:

State:

Postcode:

#### Primary contact details:

Name:

Position:

Email:

Phone number:

Pronouns:

Please indicate when you are available to speak to one of our staff members:

#### Secondary contact details:

Name:

Position:

Email:

Phone number:

Pronouns:

### 4. ACCEPTANCE

#### Program Supervision Requirement:

*Please be aware that the City of Greater Geelong's Youth Development Unit staff are not responsible for participant behaviour management. As required by the Child Safe Standards, it is mandatory for a support staff member from your school or organisation to be present in the room at all times during the program. The support person is responsible for overseeing participant behaviour and ensuring that conduct remains appropriate throughout the session. This ensures that all young people are safe and protected in accordance with our commitment to the Child Safe Standards.*

#### Please confirm:

Do you agree to have a teacher or staff member present at all times during the program?

Yes

No