



THE PUSH TRAINING REQUEST FORM

(to be completed by worker and sent back to The Push at push@thepush.com.au or Fax 03 9380 9044)

In addition to the free annual FReeZA Worker and Committee training days produced for the FReeZA Support Service, The Push offers a range of workshops and training days that are specifically designed to suit the needs of FReeZA Committees and community youth groups. The Push have a team of experienced trainers and are available throughout the year to provide training in your community. These workshops are offered on a cost recovery basis. Some topics may include and are not limited to:

- All Ages Event Management
- Artist Bookings
- Budgeting
- Sponsorship
- Marketing, Promotions and Publicity
- Running a committee & meeting procedures
- Running cultural and/or outdoor events
- Design, artwork & advertising
- Production & Lighting
- Safety, Insurance & Risk Management

Organisation Name:

Worker Name:

Contact Number: Mob: Email:

Accounts receivable contact for invoicing:

Billing Address:

ABN: Purchase Order no. (if applicable)

Please tick the type of workshop you are requesting:

- 1 Hour workshop (*1 topic \$220) 3 Hour workshop (*2-3 topics \$500) 6 Hours, full day workshop (*all listed topics \$800)

**All fees exclude catering and venue hire. *Workshops in some regional areas may incur additional travel costs*

How many people will be attending the workshop?

Please list the topics you would like covered in the workshop.

1.
2.
3.

Please list three preferred dates for the workshop.

**please note that a minimum of 4 weeks notice is required when booking training services.*

1..... 2..... 3.....

Where are you interested in the workshop being held? (Please include venue name and address details)

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I,..... From..... wish to engage The Push to facilitate a workshop as detailed above.
(name of worker) (FReeZA group / organisation name)

Signed:..... Date:.....
(signature of above named worker) (date signed)

Cancellation Policy: A minimum notice period of 7 days applies in order to cancel the training booking with no cost incurred. Cancellations made within less than 7 days of the booking date will not be refunded. Please contact The Push immediately if you wish to cancel your booking.