RSB Community Presentation Booking Form

Contact details

Date: ...../...../.....

Name of organisation: .....

Contact name: .....

Address: .....

..... P/Code: .....

Tel no: ..... Fax no: .....

Email: .....

Presentation details

Date for presentation: ..... Time: .....

Alternative date: ..... Time: .....

Time available for the presentation (minutes): .....

How many people are likely to attend?: .....

What type of group are you? *[e.g. rotary, mothers' group, workplace]* .....

.....

Do you have a specific request for the topic of the education session? .....

.....

Other.....

Venue details

Where is the presentation to be held? .....

.....

Do you have any of the following available?

Lap top ☐ Data projector ☐ Projection screen ☐

Car parking details .....

Have you had previous contact with RSB? If *yes,* in what capacity? .....

.....

Thank you for taking the time to fill in this form. Please return to:

Community Education Coordinator
Royal Society for the Blind
GPO Box 1855, Adelaide, SA, 5001
Email: jcottrell@rsb.org.au Fax : 8223 7836

OFFICE USE ONLY

Confirmation letter sent ☐

Talk to be given by _____