

# Cultural Hub Service Request

All Cultural Service bookings require this form to be completed and returned with a minimum of 14 days' notice.

Bookings are to be submitted via the submit button at the end of this form, or be emailed to [service.requests@glawac.com.au](mailto:service.requests@glawac.com.au)

## CONTACT DETAILS

Name

Organisation

Phone

Email

Address

Purchase Order No.

## PRIMARY CONTACT AT EVENT

Name

Phone

## CULTURAL HUB SERVICES

Type of Request

Additional Request

## EVENT DETAILS

Event Date

Event Time

Event Address

No. of People Expected

Age Groups

0-18

19-40

41-60

61+

## Event Description

### **GENERAL INFORMATION**

An email will be sent to confirm we have received the request.

Once a presenter is confirmed, we will pass on your Primary Contact Details to the presenter, as well as sending the primary contact details of the presenter to you.

An email will be sent to confirm that the booked cultural service was completed, along with a request for any feedback regarding the service. An invoice will be sent directly from GLaWAC.

It is anticipated you will make the presenter feel welcomed and that they can engage in the entirety of the event if he/she chooses to do so.

Any questions or concerns, refer to our FAQ's on our website <https://gunaikurnai.org/our-culture/cultural-services/> or email [service.requests@glawac.com.au](mailto:service.requests@glawac.com.au)

Thank you!