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| **SCHOOLS WORKSHOPS BOOKING FORM** |

Date of Booking: ……………………………….Taken by: ………………………………………… [OFFICE USE ONLY]

Name of School: ………………………………………………………………………………………………………………………….

Address of School: ..............................……………………………………………………………….................…….

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Address of Workshop(s) Location [if different to Address of School]:

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Contact Name: …………………………………………………………………………………………………………………………..

Telephone No.: …………………………… E-mail: …………………………………………………………………………………

Requested Date(s) of Workshop(s): ………………………..……………………………………………………………….

Number of Workshops requested: ……………………………………………………………………………………………

Time(s): ……………………………………………………………………………………………………………………….…am/pm

…………………………………………………………………………………………………………………………………………………….

Any additional comments: …………………………………………………………………………………………………………

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**PLEASE NOTE**: One Workshop is $748.00 including GST. A final confirmation will be emailed a couple of days prior to the Workshop(s)

**ACCOUNTS PAYABLE CONTACT DETAILS:**

Name: ……………………………………………Telephone No.: ……………………….Email: …………………………………

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| **GENERAL INFORMATION REQUIRED** |

1. What are the students studying or reading in relation to this workshop(s)?

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1. Year level(s): ……………………………………………………………………………………………………………………
2. Number of students: ……………………………………………………………………………………………………….
3. Anything else JCMA should take note of: ……………………………………………………………………….

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**PLEASE NOTE:**

Occasionally, some JCMA Workshop(s) have extended over a recess or lunchtime and refreshments have been very kindly offered to JCMA Schools Presenters. This hospitality is really appreciated.

If hospitality is provided to any JCMA Schools Presenters, please note that a **vegetarian diet** would be appreciated. Thank you.

***Please return completed form ASAP via email to:***

[*schoolscoordinator@jcma.org.au*](mailto:schoolscoordinator@jcma.org.au)