# Professional Learning request

Please complete this form with details of your Professional Learning event request. Once completed, you will need to send it on to your Team Leader for approval. Please note, all requests will then be assessed by the Deputy Director before confirmation is given to the organiser.

|  |  |
| --- | --- |
| Name of event |  |
|  | |
| Department |  |
| Organiser |  |
| Date |  |
| Time |  |
| Venue/Format |  |
| Presenter/Facilitator |  |
| Expected number of attendees |  |
| Cost per ticket |  |
| Is catering required? |  |
| If yes, please complete the catering form on the following page. | |
|  |  |
| Please send this form to your Team Leader for approval | |
| Team Leader |  |
| Date |  |

*--------------------------------------------------------------------------------------------------------------------------------------* **(Admin use only)**

Date received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

As per the Catering protocol:  
Catering will be available where the event extends for 3 hours or longer:

• Between 8.30 and 12.30pm – morning tea can be provided

• Between 12.00 and 4.00pm – lunch can be provided

• Between 1.00 and 5.00pm – afternoon tea can be provided

If the event is for 6 hours or longer, lunch and either morning **or** afternoon tea may be provided (i.e. not morning tea, lunch *and* afternoon tea).

# Catering request

|  |  |
| --- | --- |
| Name of event |  |
|  | |
| Time catering is required |  |

|  |  |  |
| --- | --- | --- |
| Morning / Afternoon Tea options | Price per person | Tick preferred option |
| 1. Variety of muffins with a fruit platter | $ |  |
| 1. Fruit platter/s | $ |  |
| 1. Variety of slices and fruit platter | $ |  |
| 1. Savoury platter with side of fruit | $ |  |
| 1. Selection of biscuits | $ |  |
| Lunch options | Price per person | Tick preferred option |
| 1. Variety of sandwiches | $ |  |
| 1. Variety of wraps | $ |  |
| 1. Variety of sandwiches and wraps | $ |  |
| 1. Cold meat and salad platter (bread and wraps available) | $ |  |
| 1. Hot food including a mix of savouries | $ |  |
| 1. Mix of hot food and sandwiches | $ |  |
| 1. Mix of hot food and wraps | $ |  |