

EVENT BOOKING FORM



This form is to express interest in an event for your branch/area. The event organiser will be responsible for recording attendance and Health & Safety of attendees, including NZIQS host responsibility guidelines.

Provide a copy of this form to the Events Manager at events@nziqs.co.nz minimum 10 business days prior to event date.

Your Information

Organiser

Branch Hosting Event

Event Information

Event Name

Event Type

Date

Start Time

End Time

Venue

Attendee Limit?

Address

PPE Required?

Event Synopsis:

Non Members Invited?

Yes

No

Non Member Cost (*min \$20*)

Expected Event Cost

Collect dietary information?

Yes

No

How will payment be made?

Presenter gift?

Yes

No

First:

- When all relevant information is received the event will be created and registration handled at head office.

Before the event:

- NZIQS will provide attendance overview, including dietary information if necessary.
- Make yourself aware of any bathroom facilities / emergency exits / site hazards / health & safety requirements before the event commences.

After the event:

- Claim relevant expenses by filling out the NZIQS Branch Expense Claim Form.
- Email events@nziqs.co.nz the marked attendee list

Disclaimer:

- The contact person listed above will be responsible for addressing Health & safety of all attendees, including following NZIQS Host Responsibilities Guidelines, while the event is operating which includes a debrief to attendees addressing bathroom facilities, emergency exits, site hazards, and proper use of PPE.
- Expenses can not be reimbursed without the relevant claim form.