The purpose of this form is to enable Scotch College to better allocate its resources to assisting parent Support Groups and outside users organising events at the Scotch College Dining Hall.

This form must be completed at the earliest possible time and returned to Catering either by mail, fax on 9385 2286 or email catering@scotch.wa.edu.au For further information and assistance in completing this form please contact Blake by email catering@scotch.wa.edu.au or phone on 9383 6812.

**Event Details**

Nature of Event: ____________________________

Dining Hall Annex/Main Hall ___________________________

Date of Event: ____________________________

Commencement Time: ____________________________

Finish Time: ____________________________

Expected number of guests: ____________________________

Anticipated Setup Time in Dining Hall: ____________________________

**Organising Committee**

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<th>Name</th>
<th>Contact Details</th>
<th>Role</th>
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Scotch College Equipment
Not including the normal tables, chairs, cutlery, crockery, glassware and other catering equipment normally used in the Dining Hall is there any other equipment required for your function in the Dining Hall? (e.g. House Banners, additional plastic trestle tables)

List of anticipated Scotch College equipment required:
(Including any plants & additional signage requirements)

________________________________________________________________________
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These items will be delivered to the Dining Hall by the College Maintenance or Grounds Department. When will you require these items?

Anticipated Setup - Date & Time: ______________________

Parking Requirements

How much parking do you think will be required?

________________________________________________________________________

Technical Requirements

Will your event require sound, lighting or AV equipment? Yes/No
If Scotch College equipment or facilities are required, what do you anticipate will be needed?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Process for Event Logistic Form

Support Group Event Coordinator to complete form and send to Catering Manager. Blake will then copy to:

Jamie MacKenzie
Venues & Events Coordinator
Jamie will then distribute to:

- Maintenance
- Peter Freitag – for calendar approval
- Alan Brown
  Grounds

Jamie will then advise Catering Manager of any issues that arise from the schools perspective.

Catering will then continue to liaise with Support Group Representatives to complete organisation of event including setting of menu and event logistics.