

## Guided presentation arrangements

Please note that bookings are not confirmed until you have received notification from the Roma Street Parkland Administration office.

### Name of group

Day and date of booking

Contact person

Contact number (home)

Contact number (home)

Contact number (home)

Email address

Mailing address

Presentation venue

Number of guests

Presentation type

Topics and style

- Introduction
- History
- Horticulture
- Horticulture 2
- Artwork
- Events and volunteers
- Things to do

Special requirements

Presenter/s assigned

Talk start time

Talk finish time

Group to be confirmed:

Date

By

Send map and confirmation

Date

By

Submit form to the Administration Office:

Postal address

PO Box 13146  
Brisbane George St Qld 4003

Email address

rsp@romastreetparkland.com

Address

1 Parkland Boulevard  
Brisbane Qld 4000

Fax number

(07) 3006 4546

In the event of cancellation we require at least 2 hours notice before the walk—please call the Parkland Administration Office on 07 3006 4545.

### Office use only

- Enter into EventPro
- Roster presenter/s onto talk and advise presenter/s of talk specifics, by sending a copy of the payment and event summary sheet
- Copy of presentation arrangement form to be placed in presenter/s inbox/email
- Confirm group's booking arrangement (two week prior to talk), by ringing and posting payment and event summary sheet
- Confirm presenter/s availability (two week prior)

### Privacy Notice

Roma Street Parkland (Department of Public Works) is collecting the information on this form to enable it to administer the education program at Roma Street Parkland. Your personal information will not be disclosed to any other party unless authorised or required by law.