

## **EVENT NOTIFICATION FORM**

***PLEASE RETURN TO HQ AFTER EVENT TO INSTIGATE THE CREDITING OF  
DIVISIONAL ACCOUNTS AND INVOICING OF EVENT ORGANIZERS. THIS  
WILL ONLY OCCUR WHEN THIS FORM IS RECEIVED.***

### **BOOKING INFORMATION**

Event name: Monash Law Ball PDN: **0085400**  
Start Date & Time: **Thu, 19-Sep-2019 19:00**  
End Date & Time: **Thu, 19-Sep-2019 23:30**  
Event Type: First Aid  
Quoted by:  
Division / Region: CBD

### **EVENT COORDINATOR DETAILS**

Name of person making request: Sam Zagame; Alicia Wise  
Name of organization: Monash Law Students' Society  
Mailing address: ,  
Business Phone: 0439089071 sam  
Fax: null  
Mobile: 0466677344 alicia  
Email address: functions@monashlss.com; activities@monashlss.com

### **EVENT DETAILS**

Location of event: Melbourne Convention and Exhibition Centre, Melbourne Room  
Address: 1 Convention Centre Pl , South Wharf VIC 3006  
Map Ref: null null Refreshments / Meals provided: Yes  
Emergency Service Entrance:  
Onsite contact: **Claire Tucker-Morrison**  
Mobile: **0466677344**  
No. of competitors: 1200 No. of spectators: 0  
Event details: FA Room Avail, 2x members This event is a university society ball, run by the Monash Law Students' Society. A two course meal is provided as well as unlimited drinks. There are approximately 1200 guests attending the event. The key expected risk is all alcohol related risks.

### **EVENT REPORT**

No. Of Members on Duty (Per Shift): No. Of First Aid Posts:  
No. Of Casualties: No. of Transports:  
Total Hours Worked (Combined):

Goto [http://extranet.stjohnvic.com.au/volunteer/operations/event\\_return.jsp?action=init&event\\_id=0085400](http://extranet.stjohnvic.com.au/volunteer/operations/event_return.jsp?action=init&event_id=0085400) to  
submit event stats