|  |  |
| --- | --- |
| **NOTIFICATION OF EVENT**  **UNDERTAKEN ON BEHALF OF MFS**  **NOT INCLUDED IN**  **PREVIOUSLY SUBMITTED BUDGET** |  |

o Please read and implement “Guidelines for Organisers’ Checklist “

o Please supply the following information beforehand in notifying of external event.

Send to [secretary@mfs.org.au](mailto:secretary@mfs.org.au)

o Please send list of MFS participants as soon as practicable following the event.

Send to [secretary@mfs.org.au](mailto:secretary@mfs.org.au)

|  |  |
| --- | --- |
| Subgroup name |  |
| Primary organiser & contact |  |
| 2nd organiser & contact |  |
| Event name  (or for whom performing) |  |
| Type of Event |  |
| Location & Date |  |
| Brief description of activity |  |
| Approx number of performers |  |
| Budget (fee paid or N/A) |  |
| Insurance |  |
| Invoice Needed |  |

|  |  |
| --- | --- |
|  |  |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |
|  | |