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| **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

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

Send to secretary@mfs.org.au

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| 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 |  |

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