

**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

Subgroup name	
Primary organiser & contact	
2 nd 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	