*(Use down arrow or click to move between fields)*

**NAME OF ACTIVITY**:Click or tap here to enter Activity Name.

**WHERE HELD**: Click here to enter Location

**ORGANISER/S**: Name/s: Click here to enter Name/s

Phone/s:Click here to enter Phone/s Mobile/s: Click here to enter Mobile No’s

Email/s: Click to enter email address

**BRIEF DESCRIPTION OF EVENT**:Click or tap here to enter Description of Event

**WHEN:** Date (dd/mm/yyyy): Click to enter date Day: Choose or enter a Day Time: Click here to enter Time

**MEETING AT**: Click here to enter Meeting Place

**MELWAY REF**: Click here to enter Melway’s Ref.

**MEETING TIME**: Click here to enter Time

**MEMBERS TO REGISTER THEIR INTEREST BY**: (dd/mm/yyyy): Click here to enter/choose date

**MINIMUM NUMBERS REQUIRED**: Minimum **By When** (dd/mm/yyyy) Cut-off date

**MAXIMUM NUMBERS LIMIT**: Click here to enter maximum

**FOR PAID EVENTS:**

**COST per person**:Range from: $ Cost from to $ Cost to OR Actual Amount: $Actual Cost

**FULL PAYMENT per person**:Amount: $ Cost per Person By Due Date(dd/mm/yyyy):Due date

**TREASURER’S CHEQUE/S FOR THE EVENT ORGANISER:**

**Made out to** (name of company): Click here to enter Payee

**Total Full Payment**: Amount: $ Amount By Due Date (dd/mm/yyyy): Due date

**Or Pay** **Initial Deposit**:$ Initial Deposit to the Company **by Due Date**: (dd/mm/yyyy): Due date

AND: **Pay Final Balance** of $ Final Balance to the Company **by Due Date**: (dd/mm/yyyy): Due Date