**Community Education Request Form**

The purpose of this form is to assist external agencies with their requests for Tenants Queensland to:

* Deliver tenancy-related community education for staff and/or clients.

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| **Requesting Organisation Contact Details:**  *Organisation:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Address:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Email:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *Contact Person:*  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Phone:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Date of Event:** \_\_\_/\_\_\_/\_\_\_  **Start Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_  **End Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Outline the topic to be delivered for Community Education, example – introduction to QSTARS - Renting in QLD**  **– Damages – beginning- during or ending a tenancy:**  -------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------- | |
| **Expected number of participants:** | **Demographics of participants e.g. age, gender, language level:** | |
| **Facilities: Please highlight which of the following are available on site**  Projector  Computer/Laptop  Internet  Whiteboard  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Parking and details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Additional information or requests** | | |
| **Promotional Materials:**  DL  Fridge Magnets  Fact Sheets  Business Card  Stickers | | **Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Date** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ |

***Please note: Tenants Queensland cannot guarantee we will be able to meet your exact requirements.***