**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.***