Events Form EF 1

ROYAL AUSTRALIAN CHEMICAL INSTITUTE

Event Endorsement Form

Revised Date: Nov 2020 **Page 1**

This form is for use by branches, groups etc. and divisions when planning both physical and Virtual Events. If the event is virtual please ensure these events are not too long – 1 hour is in most cases long enough.
Submit this form with a simple budget a minimum of six (6) weeks prior to the event to the RACI N.O to prevent clashes with other events: - mary.pappa@raci.org.au

Please note: Remember our equity/diversity policy when selecting speakers and organisers

RACI Organising Body Branch, Division, Section or Group				
Event Title				
Event Format (Please Select)	Meeting (face to face) ☐		Webinar (Host & Panellist only on screen) ☐	
Event Date (Provide two preferred dates)	1st Pref:		2nd Pref:	
Event Timing (Start and End)	Start:		End:	
Event Organiser / Host				
Registration closing date				
Budget	**Budget must accompany this form prior to Job number being allocated unless nil cost**			
Do you require Funds to cover the event – If YES please provide details				
Organising Committee Chair				
Contact Details – Email and Telephone				
Treasurer				
Contact Details – Email and Telephone				
Estimated attendance (Minimum number required for event to proceed)		**Estimated Number of RACI Members Attending**		

Registration Fee **Unless a member attraction event Non member fees should be the higher of $20 or 30% more than the member fee.**	RACI Member	$
	RACI Student Member	$
	Reciprocal Society Rate – Name them also	$
	Non-Member	$
	Non-Member Student	$
Advertising	Within Group Only	
	Within Group and Division Only	
	Include additional division/s (name them)	
	Full Membership	
	Membership plus RACI (non-member) Contacts	

TO BE ENDORSED BY EVENT CHAIR OR TREASURER:	_____
DATE:	___/___/___
JOB NUMBER ALLOCATED BY RACI NATIONAL OFFICE	**Job #**_____
RACI ADMINISTRATION OFFICER SIGNATURE: **Acknowledged and recorded for Public Liability Insurance**	_____ ___/___/___

RGS 5/11/2020