**Event Details**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Finish time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attendance Roll**

*\*Only one contact name per household required. Name only required for members, full contact details for visitors.*

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| --- | --- | --- | --- | --- |
| # | Name | Address | Phone | Email |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
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**Essential Organisers:**

*\*only contact details of visiting presenters need to be recorded. Name only is required for members.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| # | Name | Duty / address | Phone | Email |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| 7 |  |  |  |  |