



booking form



YOUR CONTACT DETAILS

School _____

Phone _____

Physical address _____

Name of contact person _____

Position held _____

Phone _____

Email _____

WORKSHOPS REQUESTED

Workshop / program _____

Year level of students _____

Number of students _____

Number of sessions per group _____

Requested dates & times _____

Any additional info? _____

TIMES & NUMBERS

Timeframe

- Each standard session* runs for 60 minutes, but can be adapted to fit a 50-minute timeframe.
- We are also able to tailor longer workshops, or run back-to-back sessions over double periods.

Audience:

- Each standard session accommodates a **maximum of 50 students** at one time (or two classes joined together). This allows for optimal participation in our trademark interactive content.
- The DOT COM forums each accommodate up to 250 students at a time.

Cost:

- Each 60-minute (or single period) session runs at a cost of \$300 +GST (exc. DOT COM).
- DOT COM forums each run at \$2000 +GST for a single full day or two half days (equiv. 4.5 hours).
- You will receive a .pdf invoice for the program within 14 days after the final workshop.



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OTHER IMPORTANT INFO

Room set-up:

- A large room (not a classroom) with enough space for students to move around, with any desks moved to the side. Multipurpose rooms and drama studios work really well.
- A moveable/unattached chair for each student positioned in rows as shown. For DOT COM forums, auditorium-style seating is fine.
- DOT COM forums and cyber bullying workshops require an audio data projector and sound hook-up, as well as a whiteboard, markers and eraser.
- Other sessions may also require a whiteboard, plus markers and eraser (we'll let you know).

Presenters
X X

Student Support:

Although we do not foresee distressing issues will arise for students, we strongly recommend that the Student Welfare Coordinator or School Counsellor is made aware of students' participation and are briefed by participating classroom teachers if important issues do arise.

Intellectual property:

Please remind attending teachers that program content (activities, hand-outs, stories and multimedia material) presented by PROJECT ROCKIT remains the intellectual property of PROJECT ROCKIT. While we are extremely happy for key program messages to be used within the classroom setting, we do limit the presentation of specific activities to PROJECT ROCKIT facilitators.

RETURNING FORMS

Please thoroughly complete this form and return via email (info@projectrockit.com.au) or post (PO Box 265 Balaclava VIC 3183). Once we receive your booking form, we will be in contact to confirm dates and details. We will do our very best to accommodate dates requested (as we understand the difficulties in timetabling school programs). If you have any questions or have experience difficulty filling out this form, feel free to give us a buzz on 0430 387 957.