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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date of Assembly Day | | |  | | | | | | |
| Number of kits to be assembled (birthing kits are supplied in lots of 200. Every lot of 200 costs $600). | | | | | | | |  | |
| Assembly Day Coordinator’s Name | | | | | |  | | | |
| Telephone/Mobile Number | | | |  | | | | | |
| Email Address |  | | | | | | | | |
| Are you a part of a Club/Organisation /Group? | | | | | | | Yes  No | | |
| If Yes – Please name | |  | | | | | | | |
| Are you holding your day in association with a Zonta Club? | | | | | | | | | Yes  No |
| If yes , which Zonta District: | | | | | D22  D23  D24 | | | | |
| Club/Organisation /Group email | | | | | |  | | | |
| Invoice addressed to | |  | | | | | | | |
| Invoice payer/Club Treasurer’s email Address | | | | | | |  | | |
| Expected number of volunteers (for glove supplies) | | | | | | | |  | |
| Purpose of Assembly Day e.g. birthday, baby shower, anniversary, general fundraiser, in memory | | | | | | | |  | |

I will ensure payment is made 4 weeks prior to assembly date or I will contact [Bookings@bkfa.org.au](mailto:Bookings@bkfa.org.au)

I confirm I have ensured public liability insurance is in place

I confirm that I have read and understood the Assembly Day manual

The venue for the Assembly Day is a safe working environment

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Delivery Address for Assembly Day Supplies (Monday – Friday, 9am to 5pm)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Business/Person | | | |  | | |
| Address (NOT P.O. Box) | | |  | | | |
| State |  | Postcode | | | |  |
| Telephone/Mobile Number | | | | |  | |

We require your booking form **8 weeks prior to the date of your Assembly Day.** To confirm your booking, please email your completed form to [bookings@bkfa.org.au](mailto:bookings@bkfa.org.au) or post a copy to BKFA, PO Box 330, BELAIR SA 5052.

**How did you hear about BKFA? Please tick the relevant box.**

Zonta

World Vision

Previously volunteered at an Assembly Day

Previously held an Assembly Day

Received an invitation from a friend

Facebook

Twitter

Word of mouth

Media post

Expo or Event

School/Education

Google

Midwifes campaign

Mother’s Day campaign

Other, please specify:

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