

Area(s) requesting TEAM event (Area number or numbers)

the additional information to be later accessed and seen.

For helpful hints to complete fields hold the mouse over the field for a few seconds to see the tooltip.

Email the completed form to the General Secretary at generalsecretary@al-anon.org.nz.

How many members do you estimate are likely to attend the event?

## **TEAM Event Request Form**

Total hours (6 to 10)



Please fill in ALL information. Tab between fillable sections. For help see the instructions at the bottom of this form.

How long will the event be intended	I to run over? Days (1 or 2)	Total hours (6 to 10)
Requested Date (Preferably at leas	t six months in the future)	
Suggested alternate date(s)	or	
Is the event intended to be a stand	alone event or one following or fo	llowed by another event?
If following or followed by another e	event please describe:	
What is the name and address of th	ne venue proposed for the event?	
What electrical and audio/visual eq	uipment will be available at the ve	enue for the event to enable video presentations?
What are the Area's proposals for c	atering for the event?	
What arrangements will be available	e for accommodation of NZAGSB	members attending the event?
		Popular past requests include "15 minute personal sharings by visiting NZAGSB members", alling with Conflict", "IAGSM Presentation", "What are NZAGSB doing with our funds?" and
Host Committee Chairperson name	e, contact telephone number and e	email
The form must be signed by the Area Delegameet electronically with an assigned NZAGS	ate(s) or the Area Chairperson(s). After th SB member to begin planning the event ar	e TEAM event is confirmed by NZAGSB, the Area Delegate(s), and Area Chairperson(s) will be invited to nd an agenda.
Area Delegate/Chairperson of Are	a	Area Delegate/Chairperson Area
Name		Name
Phone Email		Phone Email
Signed		Signed
Revised 6/2022		
Instructions Check that all fields have been com	npleted.	

If more Information is entered into a field than appears to be allowable the field will accept the additional information and create a scroll to enable