



Onsite Training Details

Please complete the below information and return to TACT at admin@tacttraining.org.au in order to finalise the training to be hosted by your organisation. Any questions in relation to completing this form, please contact TACT on 1300 093 715.

Item

Details

Host Organisation

Training Dates

Main Organisation Contact

Name, Email, & Phone Number

Secondary Organisation Contact

Name, Email, & Phone Number

Organisation(s) Invoicing Details:

Contact(s) name, email and Billing Address

Venue & address for the training:

Number of Participants

Note: if 10 or less, a support person will be required

Equipment Supplied:

Select what will be provided. Items not provided may incur an additional fee

Data Projector

Flip Chart

Projector

Whiteboard

Screen/ Space

Speakers

Laptop Connections

Additional Information

Will Catering be provided?

Yes

No

NOTE:

Contact persons plus relevant Organisation Leadership must attend a pre-course discussion

Full payment is required at least 30 days prior to the onsite training

Comments