



Research and Education Network

Westmead Education and Conference Centre Event Checklist

This event checklist will assist you in preparation for booking your event at Westmead Education and Conference Centre.

- Name of booking (Event Title)
- Date
- Time (Start & Finish)
- Contact Name, Number, Email
- Organisation or Company Hosting the event
- How many people will be attending?
- Do you require registration tables?
- Do you require display tables?
- Do you require microphones?
 - what type, hand held microphones or roving microphones.
- Are you organising catering?
 - How many tables will you need for catering?

NOTE: WSLHD and WECC is not responsible for cleaning catering, this must be organised by the person who is making the WECC booking. An additional cleaning fee may be charged if catering is not cleared after the event.

- Do you require PC, projector, audio visual equipment, video conference equipment or any other equipment?
- Will you use your own equipment eg. laptop?
 - recommendation: should be tested prior to your event.
- Billing Information
 - ABN if you are external to NSW Health
 - All NSW Health groups (inc. WSLHD) flexifield details will be required (including account number, cost centre, project code, entity)

NOTE: Use of any equipment will require a Lecture Theatre Attendant to be on duty, including weekend events.