



Research and Education Network

**Westmead Education and Conference Centre
Event Checklist**

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

Before making your booking at the WECC, have you collected and prepared the following information?

- Name of booking (Event Title)
- Date
- Time (Start & Finish)
- Contact Name, Number, Email
 - Postal address is required for external customers
 - Cost code is required for internal groups
- How many people will be attending?
- Do you require registration tables?
- Do you require display tables?
- Do you require microphones?
 - If yes, what type, hand held microphones or roving microphones.
 - How many?
- Are you organising catering?
 - Is it internal or external catering?
 - How many tables will you need for catering?

NOTE: WSLHD and WECC is not responsible for cleaning external 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 laptop, projector, audio visual equipment, video conference equipment or any other equipment?
- Will you use your own equipment eg. laptop?
 - **Recommend: Should be tested prior to your event.**
- Is a laser pointer required?

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

Westmead Education and Conference Centre Event Booking Form

WECC Contact Details:

Office Phone: 8890-7216 or 8890-6910
Email (Bookings): WSLHD-WECC@health.nsw.gov.au

Your Event Details

| | |
|----------------------------|----------------------------------|
| NAME OF EVENT | DATE OF EVENT |
| START TIME | FINISH TIME |
| CONTACT NAME | CONTACT PHONE/MOBILE |
| EMAIL ADDRESS | POSTAL ADDRESS (EXTERNAL GROUPS) |
| COST CENTRE (WSLHD GROUPS) | |

Your Event Requirements

| | |
|-------------------------------------|----------------------|
| Number of People Attending | NUMBER REQUIRED |
| Do you require registration tables? | NUMBER REQUIRED |
| Do you require display tables? | NUMBER REQUIRED |
| Do you require microphones? | YES/NO/TYPE REQUIRED |
| Are you organising catering? | YES/NO |
| Do you require catering tables? | NUMBER REQUIRED |

Technological Requirements

| | |
|--|-------------------------------|
| Do you require microphones? | YES/NO/TYPE/QUANTITY REQUIRED |
| Is a laser pointer required? | YES/NO |
| Will you use your own equipment eg. laptop? | YES/NO |
| Do you require laptop, projector, audio visual equipment, video conference equipment or any other equipment? | LIST ITEMS REQUIRED |