

Wellness Advocate Name of Principle Contact (Responsible for KEY FOB)

Wellness Advocate #

Principle Contact Phone #

Event Date:		
Presenter:		
Topic of Meeting:		
Objective of Meeting:		
Time of Event:		
Time to Set-up:		
Number of Guests		
Do you require a portable Whiteboard?	Yes	No
Is this event open to all teams?	Yes	No

Submit the Form

Please return to the dōTERRA Australia Head Office receptionist or email to australiaevents@doterra.com with a brief outline of your event.

Conditions of Use

By signing this Meeting Request Form below you are agreeing to the following:

- All requests must be approved before the space is reserved.
- Bookings cannot be scheduled more than 60 days in advance.
- Wellness Advocates may only book 2 events per month.
- The meeting room can hold a maximum of 30 people.
- Failure to leave room clean incurs a \$150 fee.
- Failure to return Key FOB incurs a \$50 fee
- No food allowed.

Date _____ Signature _____

FOR OFFICE USE ONLY		
	Initials	Date
<input type="checkbox"/> Received By:	_____	_____
<input type="checkbox"/> Approved By:	_____	_____