

TUESDAY & THURSDAY EVENINGS ONLY. MINIMUM 20 PERSONS TO BOOK EVENT.

WELLNESS ADVOCATE NAME

CONTACT PHONE NUMBER #

WELLNESS ADVOCATE #/ID NUMBER

EMAIL ADDRESS

RANK (MUST BE SILVER OR ABOVE)

DATE SUBMITTED

| | |
|---------------------------------------|---|
| EVENT DATE | |
| PRESENTER | |
| TOPIC OF MEETING | |
| START TIME OF EVENT (FROM 5PM) | |
| END TIME OF EVENT (NO LATER THAN 9PM) | |
| NUMBER OF GUESTS | |
| IS THIS EVENT OPEN TO ALL TEAMS | <div style="display: flex; justify-content: space-around;"> YES NO </div> |

SUBMIT THE FORM

Please return to the dōTERRA Australia Head Office email receptionau@doterra.com
 Meeting must be confirmed by dōTERRA before proceeding with meeting request.
 Meeting Requests Forms must be submitted a minimum of 4 weeks prior to the event date.
 No bookings will be taken on weekday public holidays.

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 and event agreement forms to be signed and emailed to receptionau@doterra.com

- Bookings cannot be scheduled more than 60 days in advance.
- Meeting room can hold a maximum of 55 people (Adaptiv Room).
- Failure to leave room clean will incur a \$150 fee.
- Strictly no food or drinks are allowed in any of the meeting rooms..
- No paid events.
- Meetings after hours have a maximum finish time of 9pm.

Facilities in room

- Adaptiv Meeting Room: Amphitheatre seating up to 55. This room has a projector, in-built sound system and built-in HDMI connection to the projector. A whiteboard is also available to use.

DATE

SIGNATURE

FOR OFFICE USE ONLY

- | | | |
|--|-------|----------|
| <input type="checkbox"/> Information received by | _____ | _____ |
| | DATE | INITIALS |
| <input type="checkbox"/> Information approved by | _____ | _____ |
| | DATE | INITIALS |