

DATE SUBMITTED

WELLNESS ADVOCATE NAME

CONTACT PHONE NUMBER #

WELLNESS ADVOCATE #ID NUMBER

EMAIL ADDRESS

EVENT DATE	
PRESENTER	
AROMATOUCH POD (MAX CAPACITY 2 PEOPLE) (2 PODS AVAILABLE)	
PREFERRED MEETING ROOM	
TOPIC OF MEETING	
START TIME OF EVENT	
END TIME OF EVENT	
NUMBER OF GUESTS	
IS THIS EVENT OPEN TO ALL TEAMS	YES NO
DO YOU REQUIRE A PROJECTOR FOR YOUR EVENT	YES NO

### SUBMIT THE FORM

Please return to the dōTERRA Australia Head Office email [receptionau@doterra.com](mailto: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](mailto:receptionau@doterra.com)

Bookings cannot be scheduled more than 60 days in advance.

Meeting room can hold a maximum of 55 people (Adaptiv Room), 10 people (Anchor Room) and 8 people (Align 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.

Facilities in each 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.

Anchor Meeting Room: A board style meeting room with 10 seats along with a 55" TV and HDMI cord for laptop to screen connection.

Align Meeting Room: A board style meeting room with 8 seats, a board room table and a 55" TV.

This meeting room also includes a HDMI cord for laptop to screen connection.

DATE

SIGNATURE

#### FOR OFFICE USE ONLY

Information received by \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

Information approved by \_\_\_\_\_ DATE \_\_\_\_\_ INITIALS \_\_\_\_\_