Please email completed form with the event flyer/image (*jpeg only*) &/or questions to

[liwaratrybookings@gmail.com](mailto:liwaratrybookings@gmail.com).

|  |  |  |
| --- | --- | --- |
| **Event Name**  *Eg. Liwara 2019 Quiz Night* |  | |
| **Event Date** |  | |
| **Event Contact**  *(1 person only)* | Name (mandatory):  Email (mandatory):  Telephone number (optional): | |
| **Event Description**  *(max 500 characters)* |  | |
| **Venue address** |  | |
| **Date to open bookings** |  | |
| **Date to close bookings**  *Consider when final numbers are required* | Date:  Time: | |
| **Ticket type**  *Eg. individual ticket, tables of 8* |  | |
| **Ticket price options**  *Note, 2.5% processing fee applies; consider this when determining ticket price*  *Purchaser pays 50c per ticket* |  | |
| **Maximum number of tickets available** |  | |
| **Other info** |  | |
| **Follow-up email (OPTIONAL)**  *Customised email that includes additional information will be sent to the attendee after the booking confirmation email.* | *Sender name* |  |
| *Sender email* |  |
| *Email subject* |  |
| *Email template* | *EXAMPLE*  Hello [FIRSTNAME] [LASTNAME],  Your booking was made on [BOOKING\_DATE] Thank you for booking in [EVENT\_NAME]  Amount Paid: [AMOUNT\_PAID]  Location Karrinyup Waters Resort, 467 N Beach Rd, Gwelup WA 6018  Questions? Email LADS [liwaralads@gmail.com](mailto:liwaralads@gmail.com)  More information:  ???????????????????  Sincerely, Liwara LADS |