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Member checklist

The following checklist is to be used by Branches when engaging demonstrators for workshops. It sets out what is required and needs to be completed before the day of the workshop or demonstration so both parties know what is required. All claims must be accompanied by receipts. Invoices are not acceptable by themselves.

Name of Branch _____

Name of Demonstrator	
Date of Workshop/Demonstration:	
Details of Workshop/Demonstration:	
Contact details	
Email:	
Phone	
Bank Account Details	
Name of Account:	
BSB:	
Account Number:	
Bank:	

Branch Contact details and costs

Name of contact:
Email:
Phone:

This is a suggested list of fees and costs to consider — please delete if not required.

Fee	Yes	No	Amount
Workshop or demonstration fee			
Petrol/Mileage/Airfares			
Tolls			
Demonstrator Workshop requirements			
Workshop kits			
Overnight Accommodation			

Do you require lunch?			
Please advise any dietary requirements.			
Total			

Petrol — Where petrol is being claimed the Demonstrator needs to fill up their care before they start the journey. Either fill up when you reach the destination or when they return home. Filling up when reaching the Workshop destination allows the Branch to double the amount so it can be included with other agreed fees.