



OLD GIRLS

**EVENT REQUEST FORM**

**Event Name** \_\_\_\_\_

**Event Date (s)** \_\_\_\_\_

**Event Times** \_\_\_\_\_

Please email form to [advancement@iona.school.nz](mailto:advancement@iona.school.nz) and [executive.assistant@iona.school.nz](mailto:executive.assistant@iona.school.nz)

<b>OPERATIONS</b>	Tick if applicable	Iona to Action	Comments on requirements
	<input type="checkbox"/>		
Confirm school calendar booking	<input type="checkbox"/>	DP Operations TBC	
Venue or room booking required	<input type="checkbox"/>	Fiona Hannaway	
Table/Seating requirements	<input type="checkbox"/>	Carl	
Crockery and Cutlery	<input type="checkbox"/>	Carl	
Catering	<input type="checkbox"/>	Carl	
Staff guests/speakers required	<input type="checkbox"/>		
Student requirements		DP Operations	
- Entertainment	<input type="checkbox"/>		
- Support	<input type="checkbox"/>		
Technology		Sean Feltoe	
- Requirement	<input type="checkbox"/>		
- EFTPOS	<input type="checkbox"/>		
Drinks	<input type="checkbox"/>	BPAC Manager	
- Supply (IOGA)	<input type="checkbox"/>		
- PFA bar support	<input type="checkbox"/>		
- staff	<input type="checkbox"/>		
Flowers	<input type="checkbox"/>	Pip Charlson	
Parking		DP Operations	
- Onsite required?	<input type="checkbox"/>		Where?
- Parking signage?	<input type="checkbox"/>		
Printing and Stationery requirements	<input type="checkbox"/>	Pip Charlson	What/who is supplying?

<b>MARKETING AND COMMUNICATIONS</b>	Who is lead co-ordinator	Timing	Comments
Guest list	OGs		
Artwork/Graphic Design for invitation	OGs – designer contact?		
Timing for Communications	OGs liaise with Rose		
Confirm email database contacts for invitation with Rose/Monika and send requirements	OGs		
Confirm RSVP requirements	OGs		
Supply artwork and paragraph for MFLB e-news	OGs liaise with Rose		
Post Facebook invite on Iona College and IOGA FB pages and Instagram as appropriate	Maggie Macdonald – OGs Rose Flay – College		
Brief photography requirements	OGs liaise with Rose		

**This form is to be used for all Old Girls events at Iona College including:**

Reunions

Old Girls Breakfast

Meetings/AGM

Old Girls Chapel

Events in Blyth (Jazz, and/or other)

Centenary events.