

Schools' Program Booking Form

Melbourne 2018
Writers Festival

27 – 30
Aug

Bookings & info mwf.com.au

ALL SCHOOLS' PROGRAM EVENTS (excluding workshops)
\$9 per student/teacher per event

WORKSHOPS
\$13 per student/teacher per event

Teachers with a group of 10 students
will receive one complimentary ticket.
All tickets are GST exempt.

Event Details

EVENT CODE	EVENT TITLE	QTY STUDENT TICKETS	QTY TEACHER TICKETS
TOTAL QTY TICKETS			
TOTAL PAYMENT DUE \$			

Booking Details

Name: _____

Position: _____

School: _____

Year level: Primary Secondary VCE

School type: Government Catholic Independent

School mailing address: _____

Postcode: _____

Telephone: _____

Email: _____

Will your group include English as an Additional Language (EAL) students?:
 Yes No Don't know

Will your group include Indigenous students?:
 Yes No Don't know

Your booking will be confirmed via email.
Please ensure you regularly check this email account, including junk folders.

Payment Details (Please tick)

RESERVATION ONLY. Please reserve places in the above session/s for two weeks

Please raise an invoice for the amount shown above. Invoice will be addressed to the school and must be paid by Wednesday 1 August

Enclosed is a money order or cheque made payable to 'Melbourne Writers Festival'

I have completed an EFT transfer to Melbourne Writers Festival
BSB 033549 Account 108597

Please provide your school name in the reference section of the payment transfer

Date Paid _____ / _____ / _____

Please charge my credit card

Visa Mastercard

Credit Card Number: _____

Expiry Date CCV

Name on Card: _____

Signature: _____

Date: _____

Reservation Process

If your school needs extra time to confirm student numbers, we can reserve tickets for up to two weeks.

1. SELECT YOUR EVENTS

Complete and return this schools booking form (also available online at mwf.com.au/schools), making sure to tick the 'reservation only' box.

2. SECURE YOUR RESERVATION

MWF will check availability and reserve your tickets for the selected events. Where an event is sold out we will assist you in placing an alternative booking where possible.

3. CONFIRM STUDENT NUMBERS

After two weeks MWF will seek confirmation of your booking via email or phone. We will request any updates, such as revised attendance numbers. Where required, MWF will raise an invoice with event and payment details at this time.

4. PAYMENT AND TICKET ISSUE

Payment must be made via cheque, EFT or credit card immediately upon confirmation of attendance numbers. Once payment has been made, a receipt will be issued via email.

All payments for Schools' Program reservations must be finalised by Wednesday 1 August. MWF reserves the right to cancel bookings that remain unpaid after this date.

How To Book

Please return this form to us:

EMAIL ticketing@mwf.com.au

FAX 03 9650 6467

POST Box Office, Melbourne Writers Festival

Level 1, 176 Little Lonsdale Street

Melbourne VIC 3000

(Note postal bookings close on Friday 27 July)

More Information

For booking enquiries, please contact the Box Office on 03 9999 1199 or ticketing@mwf.com.au

For general enquiries, please call 03 9094 7859 or email admin@mwf.com.au

There are no refunds or exchanges once bookings have been processed. Visit mwf.com.au for our bookings and reservations policy.

Please retain a copy of this form for your own records.

MWF ABN 29 367 097 058