

YOUR DETAILS			
Company Name			
Contact Name			
Contact Number		Preferred Method	
Contact Email		Preferred Method	
YOUR WORKSHOP(S)			
How many workshops are you interested in booking?			
What are your preferred date(s) of your workshop(s)?			
How many participants will be involved in the workshop(s)?			
How old are the participants?			
Do any of the participants have special needs/requirements for participation?			
If yes, please provide details?			
Where would you like the workshop(s) to be held?			
If Off-Site, please provide details below:			
Address			
Indoor or Outdoor Venue			
Do you have any equipment on site?			
How long would you like the workshop(s) to run for?			
For schools, will support staff be present in a supervisory role?			
What is the level of previous experience of participants?			
What outcome would you like to achieve from your workshop?			
What is your budget for your workshop(s)?		\$	
Have you done a Workshop with Circa before?			
OFFICE USE ONLY			
Confirmed Workshop Date			
Workshop Description			
Workshop Duration			
Workshop Location			

Circa contact for Workshop		
Quoted Price (GST Ex)	\$	
Quote Accepted		
Studio Availability Confirmed		
Letter of Agreement sent & date		
Date Deposit Received		
Confirmed # of Participants		
Confirmed # of Trainers & who		
Logistics		
Full Payment Received & date		
Post-workshop email sent		