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**PROTOCOL / INTERNATIONAL VISITS & EVENTS**

**EVENT ADVICE FORM**

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| EVENT ADVICE |
| **Event name:** |  |
| **Day and date:** |  |
| **Time: from / to** |  |
| **Type of event:** |  |
| **Purpose of event and any relevant background /organisational details:** |  |
| **Venue:** |  |
| **UQ Executive and VIPs invited/attending:** |  |
| **Parking and Security requirements:** |  |
| **Alcohol to be served at event:** |  |
| **Int. Visits & Events contact:****Ext / Mobile:****Email:** |  |

Date advice sent: 12 December 2018

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| **DISTRIBUTION TO:** |
| Ms Lily White, UQ Security Administration Officer – sao@pf.uq.edu.au UQ Security/UQ Traffic & Parking - ss@pf.uq.edu.au & parking@uq.edu.au |