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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](mailto:sao@pf.uq.edu.au)  UQ Security/UQ Traffic & Parking - [ss@pf.uq.edu.au](mailto:ss@pf.uq.edu.au) & [parking@uq.edu.au](mailto:parking@uq.edu.au) |