

How to complete your Variety Children's Christmas Party Response Form



NB – Do not change the formatting of the document this includes adding or deleting columns & rows. This will cause errors when the information is updated into the database.

The contact name you provide needs to be contactable on the day of the party. If people show up who aren't on your list or if children lose parent/carers we need to be able to contact them.

Legend	
<i>No Photo</i>	Any child not allowed to have their photo taken for promotional use put a 1 in the no photo column. On the day of the party this child will be given a special sticker to identify them so that any photographers or media that may be present know to exclude them from photos.
<i>Intellectual Age</i>	The present each child receives is based on their intellectual age.
▼▲	Any fields marked with these require a numeric response ONLY . Please do not replace with a tick or X etc
Wheelchair	If the child is in a wheelchair or special needs stroller please mark this column with a 1.
Disabled	Mark this column with a 1 if the child qualifies for early entry. By disability, we mean children with mobility aids (wheelchairs/walkers etc.), sight or hearing loss, sensory issues with crowds and/or noise.
No. of carers	The number of carers attending – Please only count an individual carer once. See example below how the carer Sally Green is attending with 3 children.. If you put a 1 against every child Sally is coming with we will be expecting 3 carers not 1.

Organisation Name: Variety the Children's Charity		<table border="1"> <tr> <td>Loading Dock Required Yes or No</td> <td># of small buses</td> <td># of Large Buses</td> <td>Wheelchair access Yes/No</td> </tr> <tr> <td>No</td> <td></td> <td></td> <td></td> </tr> </table>				Loading Dock Required Yes or No	# of small buses	# of Large Buses	Wheelchair access Yes/No	No			
Loading Dock Required Yes or No	# of small buses	# of Large Buses	Wheelchair access Yes/No										
No													
Contact Name: Pauline Graafmans													
Contact Number: 03 8698 3900													
Contact Fax: 03 8698 3933													
Contact e-mail: varietyatwork@varietyvic.org.au													
▼ ▲ Please mark all relevant fields numerically													

Surname	First	Intellectual Age	Gender	Wheelchair	No Photo ID	Disabled	no. of carers	Carers name	Age Groups	Total of Age Groups
Connolly	Janette	12	F	1	1	1	1	Pauline Graafmans	Babies	1
Jones	Tommy	5	M			1	2	Sue & John Jones	1-2	0
Smith	Sarah	10	F		1	1		Sally Green	3-4 Boys	0
Brown	Bill	8	M			1	0	Sally Green	3-4 Girls	0
Brown	Nicole	0	F			0	0	Sally Green	5-6 Boys	1
									5-6 Girls	0
									7-9 Boys	1
									7-9 Girls	0
									10-13 Boys	0
									10-13 Girls	2
										5
									Carers	4
Total =		5	1	2	2	4	Parent/Carer Total		5	Children Total
		Gender	Wheelchair	No Photo ID	Disabled	no. of carers				
						9	Grand Total			

Transportation Type

This only needs to be completed if you are coming as a group on a bus and will be parking in the loading dock.

Small Bus – 24 seats or less

Large Bus – 25+ seats

Age Groups

Automatically calculates for you - do not overwrite

All these fields have drop boxes and won't allow you to put in invalid responses.

What this sheet says

- The primary contact is Pauline Graafmans she is contactable on the day if the need arises.
- This Organisation are not coming as a group. (Loading dock "No" & No quantity of buses is listed)
- Janette Connolly will receive a present for a 12 year old girl, is in a wheelchair and is coming with 1 carer and is not allowed to have her photo taken for promotional use.
- Tommy Jones will receive a present for a 5 year old boy, is coming with 2 carers and has a disability and will be to register from 9am to enter the party at 10am
- Sarah Smith, Bill and Nicole Brown are coming with the same carer Sally Green, as Bill has disability all 3 children will be able to register from 9am to enter the party at 10am.