

**INSTRUCTIONS**

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No payment is required with this request form but once the performance date and time is confirmed payment must be made to ensure booking.

All requests must be received at the Festival by 20 August 2010. This is to allow enough time for liaison with the artistic companies and service providers to ensure the best possible performance can be delivered.

All requests will be considered but in some situations the services may not be able to be provided due to circumstances outside of the Festival's control relating to a venue or artistic company. In this instance another event, date or time may be suggested.

**STEP ONE**

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**CONTACT DETAILS**

Date .....

Name .....

Address .....

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Telephone .....

Mobile .....

Email .....

Preferred method of contact .....

## STEP TWO

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Mark with an X the service you are requesting:

 AUSLAN INTERPRETING

AD))) AUDIO DESCRIPTION

## STEP THREE

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Write the event you would like to request for the above service  
(Please visit [www.melbournefestival.com.au](http://www.melbournefestival.com.au) for full program guide)

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## STEP FOUR

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Write your first choice of performance date and time:

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Write your second choice of performance date and time:

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## STEP FIVE

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Please fax or post the Request Form by 20 August 2010 to:

**By Mail**

Melbourne International  
Arts Festival Request Form  
PO Box, 10 Flinders Lane,  
Melbourne VIC 8009

**By Fax**

(03) 9650 0099

A reply email will be sent confirming the receipt of the request and any further instructions.