



HEADLINERS AT WOMADELAIDE ENROLMENT FORM

PARTICIPANT INFORMATION

Surname:		First name:
Date of birth:	School:	Phone:
Address:		
Suburb:	State:	Post Code:
Participant email:		

PARENT/GUARDIAN INFORMATION (If participant under 18 years)

Name:		
Address:		
City:	State:	Post Code:
Phone:	Email:	

EMERGENCY CONTACT

Name of emergency contact (if same as parent/guardian state 'as above')		
Address:		Phone:
City:	State:	Post Code:
Relationship:		
Email:		

PHOTOGRAPHY AND FILMING RELEASE

Expressions Media would like to use images of workshop participants in whole (or in part) for (but not limited to) the company website, newsletters, media releases and promotional materials. The dignity and integrity of individuals will be maintained at all times. If you do not wish for yourself or your child/ren to be photographed or filmed, please indicate this here with a tick.

I DO NOT GIVE MY PERMISSION FOR IMAGES TO BE TAKEN OR USED OF MYSELF OR MY CHILD/REN

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HEALTH, SAFETY & WELLBEING

Expressions Media prioritises the health, safety and wellbeing of our participants. Libby Parker is covered for Public Liability insurance with AAMI. Please advise if a participant has a medical condition, any behaviour management or emotional needs, allergies, access needs, or is subject to a court order. This information is kept private and confidential. As a qualified teacher, Libby Parker has a valid police clearance, first aid certificate, mandatory notification certificate and experience working with people of differing needs and abilities.

Medical information:

Does the participant take any medication that needs to be administered or supervised by staff?	YES / NO	If yes, please attach details and an action plan for administering the information.
Does the participant have any allergies?	YES / NO	If yes, please attach details and an allergy action plan.
Has the participant been diagnosed as at risk of anaphylaxis?	YES / NO	If yes, please attach details and an anaphylaxis action plan
Does the participant have asthma?	YES / NO	If yes, please attach details and an asthma action plan.
Does the participant have any other health, wellbeing or access requirements we need to know about?	YES / NO	If yes, please specify below.

The intensive workshop day is fully catered. Please advise any dietary requirements.

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ACCESS NEEDS

Does the workshop participant require access support?	YES / NO	
Please indicate first language of workshop participant and any other languages spoken at home.		
Is the workshop participant hearing impaired or visually impaired?	YES / NO	If yes, please specify details and requirements
Does the workshop participant require communication support?	YES / NO	Auslan Translator Makaton Other
Does the workshop participant require wheelchair access or have mobility impairment?	YES / NO	If yes, please specify.

Workshop participants will be given a thorough orientation of the workshop facilities, including an evacuation procedure.

DECLARATION

I _____ authorise a representative of Expressions Media to:

- Notify the specified emergency contacts of any accident, injury, illness or trauma involving the participant.
- In an emergency, obtain medical assistance for the participant, including ambulance or hospital. I agree to pay all costs incurred.
- Administer medical treatment to the participant in the form of action plans provided or minor first aid requirements.
- This declaration will be held on file for the duration of the calendar year and will be effective across all Expressions Media programs. If any access requirements change during this period, it is the responsibility of the participant or participant's parent/caregiver to notify Expressions Media.

Signature of workshop participant/parent/guardian (if under 18)

Date:

Please scan and return this form to:

libby@expressionsadelaide.com or enquiries@expressionsadelaide.com

Alternatively, post to PO Box 752, Marleston SA 5033

Please write a paragraph about why you want to participate in Headliners at WOMADelaide:

Enrolment is confirmed upon payment – details at:

<https://expressionsadelaide.com/headliners-at-womadelaide/>

Notes for intensive workshop day (Saturday 2nd March):

- Workshop starts at 10am, so please arrive promptly to Raj House, 54 Hyde Street, Adelaide.
- Bring your own charged laptop or tablet. If you have a camera you'd like to use for the photography segment, please bring it along.
- Bring a notebook and pen. Take home resources will be provided.
- Wear comfortable clothing.
- The workshop day is catered, and chilled, filtered water is available. Please ensure you have informed us of any dietary requirements you may have.
- Each participant will receive a certificate of attendance.

Notes for media conference day (Friday 8th March)

- Media conference takes place at Adelaide Botanic Park, with participants to make their own travel arrangements.
- Times to be advised (dependent on arrangements made by WOMADelaide) - participants will need to be absent from school on this day (Expressions Media will supply a letter of explanation for the school in advance).
- Participants to bring their own food / water.

For more information about Libby Parker and Expressions Media, visit www.expressionsadelaide.com and The Upside News at www.theupsidenews.com



EXPRESSIONS MEDIA WORKSHOP BOOKING TERMS AND CONDITIONS

Making a booking

Bookings can be made via email (libby@expressionsadelaide.com), online (via the contact form at www.expressionsadelaide.com) or by calling Libby Parker on: (08) 7225 6199 or 0413 256 597. Bookings require an enrolment form to be completed and signed, and the full workshop fee to be paid to secure a place.

Enquiries

You can make an enquiry by calling Libby Parker on (08) 7225 6199 or 0413 256 597, or emailing libby@expressionsadelaide.com . Alternatively, you can write to us at Expressions Media, PO Box 752, Marlestone SA 5033.

Workshop Cancellations

At the time of scheduling, all workshop information is true and accurate. Every effort to ensure the integrity of the workshop and the company is undertaken. Expressions Media will not be held responsible for changes that may happen beyond our control. If a workshop is cancelled due to unforeseen circumstances, you will be offered an alternative workshop or a refund. An entire program may be cancelled if numbers are not achieved. Participants will be given at least 48 hours' notice by text or email.

Payment

Workshops and classes must be paid for at time of booking. Sorry, personal cheques are not accepted.

Refunds

If a participant is unable to complete the program due to illness or extenuating circumstances, a payment may be refunded at the discretion of Expressions Media if appropriate notice is given.

Health, Safety and Wellbeing

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Security

While some workshops require participants to BYO device, all personal devices, equipment and property remain the responsibility of the workshop participant.

Arrivals and Departures

Punctuality is appreciated, and participants will need to sign in and out for each workshop. For participants 15 years or under, a parent or caregiver must sign them in and out. If a child is to be picked up by a different adult than the one who dropped them off, please indicate this on arrival. The safety of children is paramount.

Late Pickup

If you are running late to pick up a child under 18 years old, please call Libby Parker on 0413 256 597. If a child 15 years or under is picked up more than 10 minutes late without prior arrangement, charges for child care may apply.

Photography and Filming

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Expectations of Participants

Participants are expected to respect one another and the workshop leader or teacher. They agree to avoid disruptions and unnecessary interruptions, and understand they are in the workshop to learn and participate. There will be zero tolerance for bullying, harassment or discrimination of any kind.

Preparing for a Workshop

If workshop materials are required, you will be informed. Please bring these to the workshop. If it is a drama workshop, please wear loose, comfortable clothing. If you are using a script for a production, you will be required to bring this to every class.

Thank you