



# EMERGENCY FURNITURE REQUEST FORM

Please complete parts 1-3 and email the form to [conferences@vinnies-cg.org.au](mailto:conferences@vinnies-cg.org.au). If you don't have access to email, please phone Conference Support on **(02) 6282 2722** to lodge your request.

1. CONFERENCE/PROGRAM DETAILS			
Date of request		Conference/Program	
Conference/Staff Member making request		Conference/Staff Member's contact phone	
Agency referred by			

2. COMPANION DETAILS			
Name		Contact phone	
Address			

3. ITEM(S) OF FURNITURE REQUESTED			(To be completed by Goodies Junction)	
Quantity	Description of furniture	Weight	Cost	

Submit this request to Conference Support by emailing the completed form to [conferences@vinnies-cg.org.au](mailto:conferences@vinnies-cg.org.au)  
If you don't have access to email, please phone Conference Support on **(02) 6282 2722** to lodge your request.

Once delivery has been fulfilled, **please return the completed form** via email ([conferences@vinnies-cg.org.au](mailto:conferences@vinnies-cg.org.au)) confirming goods have been delivered.

**Please note:** Whilst we endeavour to provide all items requested, Goodies Junction may not have all items required in stock. Unfortunately, we do not have the resources to place any items on back order.