**2020 POETRY COMPETITION**

ALLIANCE FRANCAISE DE BRISBANE

262 MONTAGUE ROAD, WEST END, QLD, 4101 – TEL 07 3844 4460

**PURCHASE ORDER FORM**

|  |  |
| --- | --- |
| **SCHOOL NAME** | ………………………………………………………………………………………………………………………………… |
| **TEACHER NAME** | ………………………………………………………………………………………………………………………………… |
| **TEACHER EMAIL** | ………………………………………………………………………………………………………………………………… |
| **ACCOUNT PAYABLE PHONE** | ………………………………………………………………………………………………………………………………… |
| **ACCOUNT PAY.CONTACT** | ………………………………………………………………………………………………………………………………… |
| **ACCOUNT PAYABLE EMAIL** | ………………………………………………………………………………………………………………………………… |

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| --- | --- | --- |
| **QUANTITY** | **COMPETITION** | **AMOUNT** |
| …………………. | **Poetry competition: $10.00 (GST included) per student** | **$**............................. |
|  | **Discount\*** | **- $** |
|  |  |  |
|  | **TOTAL PAYABLE** | **$**................................ |

**\*Discounts:**

5% discount for 20 to 49 students enrolled.

10% discount for 50 and more students enrolled.

**REGISTRATION**

* The registration deadline is **Friday 08 May for all contestants**.
* The **Purchase Order Form** needs to be filled out with the number of children entering the competition and sent by email to [claire@afbrisbane.com](mailto:claire@afbrisbane.com). Upon reception an invoice will then be issued and sent out to the account payable department.   
  **Alliance Française de Brisbane will not accept any changes after the invoice has been issued.**
* **Payment** is required to be made within 2 two weeks of the issuing date of the invoice.
* The **list of children** entering the competition that will specify their details (first name, last name, …) has to be sent in an Excel format via email to [claire@afbrisbane.com](mailto:claire@afbrisbane.com) by the registration deadline.

**DISCOUNTS**

Teachers may have a membership. The students cannot benefit from any of the benefits.   
Discounts are only available to schools entering 20 students and more (See page 1).

**RESULTS**

* **Friday 12 June:** Results for the Poetry competition will be emailed to schools and will be available on the Alliance's website.

**PRIZE GIVING CEREMONY**

* **Friday 19 June**: The Prize giving ceremony will be held at 4.15pm until 5.15pm. RSVP essential by Wednesday 17 June is essential. Uniform is not compulsory. All participants are welcome. Only finalists and mentions will be called out. Prizes offered by our proud sponsors include books, subscription to French magazines, posters, cinema tickets, food vouchers, French products and many more. All participating students will receive a "certificat de participation".