**Instep EAP Onsite Request**

By requesting an Instep EAP onsite, you are organising a mental health professional to come to a specific work location or join online to offer mental health first aid support to a group of employees.

Once we have received your request, we can organise a professional to meet your requirements.

Please fill in this form to request an onsite for your team.

**Organisation:** Click or tap here to enter text.

**Date & Time of Onsite:** Click or tap here to enter text.

**Site Name:** Click or tap here to enter text.

**Site Address:** Click or tap here to enter text.

**Number of Employees:** Click or tap here to enter text.

**Site Contact Name:** Click or tap here to enter text.

**Site Contact Mobile:** Click or tap here to enter text.

**Site Contact Email:** Click or tap here to enter text.

**Incident Details:**

Click or tap here to enter text.

**Specific Requirements or Requests:**

Click or tap here to enter text.

**Instructions Regarding Parking or Directions:**

Click or tap here to enter text.

**Please note:** Cancellation of an onsite needs to be made with over 24 hours of a working day’s notice (Monday – Friday).  If a cancellation is made under 24 hours, it is fully chargeable under our agreement with our providers and your organisation.

We will do our best to fill your requirement in the time frame you have requested. Regardless we will support your team and may advise of alternatives should they be indicated.

Please send this form to [admininstep@scgnz.org](mailto:admininstep@scgnz.org) and [wellbeing@scgnz.org](mailto:wellbeing@scgnz.org) once complete.