

WI SPEAKER BOOKING FORM

Dear.....

We would like to confirm your booking to give us a **how long i.e. 45 minute** talk/demonstration as discussed, and agreed with **name of whoever made the booking**

We meet at **name of your venue address and postcode.**

We would like you to talk to us on **DATE**

We start at **TIME**, for a few notices, and you can set up. We will then introduce you, to commence your Talk/demonstration at approx. **TIME**

10% of any sales made by the speaker is payable to the WI.

Please feel free to join us for refreshments. **Change to suit your WI**

NB TO WI, you could also consider, if your notices are likely to take more than a few minutes, that you ask your speaker to arrive a bit later.

Our contact details for this booking **email and a phone number**

Would you please complete the reply form below and return it by email, directly to the secretary - **.....hampshirewi.org**

REPLY FORM

Name (with Titles etc)

Postcode

Telephone:

Email:

Subject:

Details of talk:

Fee £

Expenses:

Date:

Equipment required:

Speaker will Provide

Other Requirements:

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FOR THE TREASURER

Speaker:

Fee £

Expenses:

Received:

Signature:

Date: