

Booking Form – Talks

Section One – Contact Details

Organisations Full Name	
Main contact	Position
Address	
Phone	Fax
Website	Email
<input type="checkbox"/> please tick here to indicate you would like to be added to WYAS contact database	

Section Two - Talk details

Proposed date and time	
Details for talk requested	
Venue Details, including directions	
Other information including facilities and equipment needed/ available	

Section Three – Finance, please tick correct boxes

<input type="checkbox"/> Introductory talk £25	<input type="checkbox"/> Specialist Talk £35	<input type="checkbox"/> Other £50
<input type="checkbox"/> invoice required	<input type="checkbox"/> bringing payment on the day	<input type="checkbox"/> fee waived

Section Four – To be completed by WYAS staff only

Visit accepted	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date and time agreed		
If not why not		
Added to office diary	<input type="checkbox"/> Yes	
Added to outlook archives events diary	<input type="checkbox"/> Yes	
Send confirmation letter	<input type="checkbox"/> Yes	
Member of staff to give talk		
Equipment booked and arrangement made for collection and return		

Section Five – Complete once talk has taken place

Monitoring form	<input type="checkbox"/> Completed	<input type="checkbox"/> Passed to Education & Outreach Manager	
Added to mailing list	<input type="checkbox"/> yes	<input type="checkbox"/> requested not to be added	
Numbers attended			
Payment	<input type="checkbox"/> Received on day	<input type="checkbox"/> Invoice requested	<input type="checkbox"/> Payment received