

LECTURE BOOKING REQUEST

To be completed with reference to the [PAGB Standard Terms and Conditions](#) for Judges and Lecturers at Club Meetings together with information listed in the WCPF Directory.

Clubs should follow the [PAGB Code of Good Practice](#), so that the Speaker's contribution is properly recognised, and the event is a success.

All details of a booking should be confirmed in writing or email by both parties.

Club/Society			
Federation			
Contact Name			
Contact Address			
Telephone	Mobile:		Home:
Email			
Club Meeting Address			
Meetings	Start at:		End at:

Name of Lecturer			
Address			
Telephone			
Email	Mobile:		Home:

We would like to invite you to visit our Club on one of these dates

1	
2	
3	

B: To give your lecture entitled	
Expected fee	(In addition to agreed expenses)

LECTURE BOOKING REPLY

Name of Lecturer	(include distinctions)
Address	
Telephone	
Email	

Club/Society	
Contact Name	
Contact Address	
Telephone	Mobile: _____ Home: _____
Email	

I regret I am unable to accept your invitation	
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I shall be pleased to Lecture on	
Expenses	<ul style="list-style-type: none"> I will require overnight accommodation I will require an evening meal before the meeting
Travel	Materials
Equipment	Estimated total

Lecture Title	
Description (inc duration)	
Any sensitive or adult themes?	Yes (give details) / No
Equipment supplied	
Equipment required	
Fee:	(In addition to agreed expenses)
Cancellation Policy:	If fee is charged, give notice period and fee payable
Any other requirements	
Signed & dated	

Confirmation by club (please confirm without delay)

Delete as applicable	We wish to proceed with the booking as agreed above
	We regret that we do not wish to proceed with this booking
Signed & dated	