|  |  |  |
| --- | --- | --- |
|  | **WI Programme Secretary**  **Form for booking Speakers** | image001[1] |

The Programme Secretary should complete this form when booking a Speaker. This form is to be retained by Programme Secretary as a record of what was agreed by the Speaker in conversation and the information should be transferred to the booking form, which is sent to the Speaker.

Please note that the Federation pay 35p per mile for car travel expenses and the speaker should be told this. Speakers may however charge what they like.

|  |  |
| --- | --- |
| Date booking agreed: |  |
| **Name of Speaker:** |  |
| **Subject title:** |  |
| **Date of talk (day, month, year):** |  |
| **Agreed fee:** | **£** |
| **Agreed estimate of expenses:** | **£** |
| **Agreed mileage rate:** | **p/mile** |
| **Mode of travel to venue:** |  |
| **Notes:** |  |