



WI Programme Secretary Form for booking Speakers



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 40p 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:	

*Please Note - The WI receives a **10% commission** on any sales made by speakers, including products or other items sold during events. *