



WI Speaker Booking Confirmation



To be completed by the Speaker and returned to the Programme Secretary as soon as possible in the enclosed stamped addressed envelope.

Speaker name:	
Address, including postcode:	
Phone number:	
Email:	

You are invited to give a talk on:

Subject title:			
Name of WI:			
Date speaking (day, month, year):			
Expected time of arrival *		The meeting starts at _____ and the business takes about _____ minutes, after which you will be asked to give your talk	
Address of Venue:			
Duration (minutes):			
Agreed fee:	£	Estimate of:	£
Details of interest *			
Equipment required **			
Other requirements **			
Signed:		Date:	

* Speaker to complete.

** Speakers are expected to bring all the equipment they require.