

**SPEAKERS BOOKING FORM**

Diocese/Branch **Chester/.....**

Dear

Thank you for agreeing to come and talk to our Mothers' Union Branch about

Subject \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

We normally start the meeting with a short service to which you are warmly invited. We would be grateful if your talk lasted approximately 30-45 minutes. Following your talk refreshments will be served.

Venue

(Please indicate if you would like a map/directions)

We very much look forward to meeting you.

Contact name

Address

Telephone

PLEASE NOTE Our central constitution strongly discourages us from making a donation from our funds to other charitable causes. However, we will be pleased to pay previously agreed fee, and travelling expenses will of course be paid by the branch. Please complete and detach the reply form and return it in the enclosed stamped address envelope

**SPEAKER'S REPLY FORM**

I shall be pleased to talk to .....Mothers' Union Branch

Name \_\_\_\_\_

Contact address/ telephone number \_\_\_\_\_

Date \_\_\_\_\_

Subject/title to be publicised \_\_\_\_\_

I would like a map/directions YES/NO

I shall hope to arrive in time for prayers YES/NO

We hope most speakers can provide the equipment they need, but please indicate any particular requirements e.g. room blackout etc and any extra time required for preparation.

Requirements \_\_\_\_\_

Preparation time \_\_\_\_\_

Fee payable (if any) \_\_\_\_\_

Probable expenses (if known) \_\_\_\_\_

(Please let us have a written note of your fee/expenses on the day)

