**LECTURE BOOKING REQUEST**

**CLUB/SOCIETY address, postcode and email:** …………………………………..



....................................................................................................................................

.................................................................................................................

**Tel** ………………….. **Emergency Tel** ……………………………

**Affiliated to the PAGB through the Yorkshire Photographic Union**

**To: (address, postcode, email, photo distinctions)** …………………………………………………………

…………………………………………………………………………………………………………………………

Dear ……………………………….

We would like to invite you to visit our club on: ……………………………………………………

To give your lecture entitled …………………………..

Our club meets at…………………………………………………………………………………... Our meetings commence at ……….and normally end at …………...

Our club has full Public Liability cover. \*Yes/No

We look forward to welcoming you to our club. Please reply by completing the Reply Form below and \*post it back to me using the enclosed stamped addressed envelope/\*email it back to me at the above address.

Yours sincerely

……………………………………….

 **LECTURE BOOKING REPLY**

**From:**…………………………………………………………………………………………………………………………………………………………………………………………………..

**To: CLUB/SOCIETY address, postcode and email:**

..............................................................................................................................................................................................................................................................................

\*I regret I am unable to accept your invitation.

\*I shall be pleased to judge/give my lecture on …………………………………

Title of Lecture: ……………………………………………………..

Brief Description: (Colour/Mono/Prints/Slides/PDIs/AV etc) ………………………………..

Equipment required: ………………………………………………………….

I estimate my expenses will be ……………………………………………………………………

Any other requirements …………………………………………………………………………………………………………………………………………………………………………………………………………………………

Yours sincerely

…………………………………………… \*Delete as appropriate