



LECTURE & JUDGE BOOKING REQUEST

Club/Society.....
.....
..... Postcode.....
TelephoneEmergency Telephone

To:
NamePhoto Honours
Address.....
.....
..... Postcode

Dear

We would like to invite you to visit our club on one of the following dates:

- 1.
- 2.
- 3.

*To give your lecture entitled
*To judge acompetition/Inter-Club/Exhibition

The anticipated number of pictures is Slides Prints

Our club/society 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 and I enclose a reply form and a stamped addressed envelope for your convenience.

Yours sincerely

***Delete as appropriate**



LECTURE & JUDGE BOOKING REPLY

Club/Society.....
.....
..... Postcode.....
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NamePhoto Honours
Address.....
.....
Postcode Telephone.....

*I regret I am unable to accept your invitation
*I shall be pleased to judge / give my Lecture on(Date)

Title of Lecture.....
Brief Description (Colour / Mono / Prints / Slides / AV etc.....
.....

Equipment Required.....

* I will require overnight accommodation
* I will require an evening meal before the meeting

I estimated that my expenses will be.....
Any other requirements.....
.....

Yours sincerely