**JUDGE / LECTURE BOOKING REQUEST**

**From:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Club/Society |  | | | |
| Federation |  | | | |
| Contact Name |  | | | |
| Contact Address |  | | | |
| Telephone |  | | | |
| Email |  | | | |
| Club Meeting Address |  | | | |
| Meetings | Start at: |  | End at: |  |

**To:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |

We would like to invite you to visit our Club on one of these dates

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| A: To judge: | * a Club Competition * an InterClub Competition * an Exhibition | | | | |
| The expected number of - | | Prints is: |  | Projected is: |  |

|  |  |
| --- | --- |
| B: To give your lecture entitled: |  |

We look forward to welcoming you to our Club and I enclose a Reply Form and a stamped address envelope for your convenience.

Yours sincerely,

**JUDGE / LECTURE BOOKING REPLY**

**From:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| Email |  |

**To:**

|  |  |
| --- | --- |
| Club/Society |  |
| Contact Name |  |
| Contact Address |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| I regret I am unable to accept your invitation |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| I shall be pleased to Judge / Lecture on | | |  | |
| **Expenses** | * I will require overnight accommodation * I will require an evening meal before the meeting | | | |
| Travel |  | Materials | |  |
| Equipment |  | Estimated total | |  |

|  |  |
| --- | --- |
| **Lecture Title** |  |
| Description |  |
| Equipment supplied |  |
| Equipment required |  |
| Fee |  |

|  |  |
| --- | --- |
| Any other requirements |  |

Yours sincerely,