



TALKS BOOKING FORM

Name of Organisation: _____

Organiser's Name: _____

Contact Email Address: _____

Contact Telephone Number: _____

Please state the date (or choice of dates) for the talk: _____

Please state the start time of the talk: _____

Please state the duration of the talk: _____

Please state the earliest set up time at the venue: _____

Title of talk requested _____

Name and Address of Venue (including Postcode): _____

Is parking available at the venue?	YES/NO
Have you provided a map of the venue?	YES / NO
Can the venue be adequately 'blacked out' for showing slides?	YES / NO
What equipment is available at the venue? (we can supply our own equipment if necessary)	
Extension lead	YES / NO
Projection screen larger than 4' x 4'	YES / NO

Would you be happy for the Heritage Trust of Lincolnshire to advertise your talk to our members and other interested parties? YES/NO

If Yes, how much would you plan to charge for the talk? _____

Agreed Donation to the Trust £ _____
(Cheques payable to The Heritage Trust of Lincolnshire)

The minimum donation for a talk is £75.00. This represents only a fraction of the cost of providing a talk when time for preparation and travel are taken into consideration.