

NATIONAL FEDERATION OF WOMEN'S INSTITUTES

WI _____

Contact Name _____

Address _____



Telephone _____ Date _____

Email _____

Dear _____

We are making up our Programme for 20 _____ and would like to invite you to give us a _____ minute Demonstration/Lecture/

Talk on _____ (subject)

We meet in _____ (place)

Postcode _____

and would be ready for you to speak at _____ (time)

The dates we have available are:-

Should you wish to sell items in connection with your talk a 10% commission will be charged. If you are giving a talk on behalf of a registered charity, please note that any fee cannot be made payable to the charity itself as this would infringe on our own charitable status. A personal cheque will be issued instead.

Would you please complete the attached Reply Form and return it in the enclosed stamped addressed envelope.

Yours sincerely,

NATIONAL FEDERATION OF WOMEN'S INSTITUTES

Address _____



Email _____

Telephone _____

Date _____

Dear _____

This is to remind you that we are looking forward very much to your visit on
(date) _____

To speak about/demonstrate _____

The meeting is held at _____

Postcode _____

at (time) _____ and the approximate time for the start
of your talk/demonstration will be _____

We usually allow _____ minutes for our speakers/demonstrators.

You may like to know that the approximate size of the audience should be _____

We note that your fee will be _____

plus travelling expenses.

How to get here by road: _____

The nearest car park is _____

The bus/train arriving at _____

stop/station at (time) _____ will be met.

Yours sincerely,

Hon. Secretary

Reply Form

Name (with titles etc.) _____

Address _____

Telephone _____ Email _____

Subject _____

Details of interest _____

Fee _____ Expenses _____ Date _____

Equipment required _____

Other requirements _____

To be handed to Treasurer on arrival at meeting

Speaker _____

Fee _____

Expenses _____

Received _____

Signature _____

Date _____