REQUEST FOR A SPEAKER

Please complete the details below and return this form to [age@ageukbucks.org.uk](mailto:age@ageukbucks.org.uk) or to the address below.

**Please return this form as least 28 days before your event.**

Date of event: ………………………………. Time: …………………………………..

Time speaker to arrive: ……………………. Venue address: ………………………

………………………………………………… Postcode: ......…………………………

Parking availability: ….……………………………………………………………………….

Nature of the event (e.g. AGM/Conference/team meeting): ……………………………

…………………………………………………………………………………………………

Subject of presentation: …………………………………………………………………….

Length of presentation/talk:………………………………………………………………….

Expected number in audience: ………………… Age range: …………………………....

Facilities available (e.g. electrical sockets/projector and screen/flipchart etc): ……….

………………………………………………………………………………………………….

Organisation: ………………………………. Tel:…………………………………..

Contact name: …………………………… Tel/mobile: …………………………………

Email: ……………………………………………………………………

We will confirm to you within 5 working days of receipt of this form whether or not we are able to provide a speaker for your event. While we do not charge for a speaker, we do appreciate a donation to cover the preparation, time and trave. Thank you.