



Booking Form

Information Presentation / Workshops

Organisation:		
Contact:		
Position:		
Address:		
Postcode:		
Telephone:		Mobile:
Email Address:		
Date & Time:		
What is Required?		
How Many Attendees?		
Address of presentation/workshop (if different from above)		
Duration?		
Facilities Available:	Power Supply Overhead Projector	Laptop White Board
Simon Says Use Only		
Volunteer(s) Presenting:		
To Take:	Presentation Hand-outs Laptop	PowerPoint CD / Disc / USB Books Projector
Invoice amount:		Date Invoice sent:
Date paid:		

All forms are to be sent to:

Simon Says, Suite 3 Chatmohr Estate Office Village, Crawley Hill, West Wellow, SO51 6AP

Any queries please contact us on:

Tel: 0845 3055 744 Email: info@simonsays.org.uk

Website: www.simonsays.org.uk

Registered charity number: 1088746