

**LECTURE & JUDGE BOOKING REQUEST**

Club/Society \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Emergency Tel: \_\_\_\_\_

Affiliated to the PAGB through \_\_\_\_\_

To: Name \_\_\_\_\_ Photo Honours \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Dear \_\_\_\_\_

We would like to invite you to visit our club on one of the following dates:

1 \_\_\_\_\_

2 \_\_\_\_\_

3 \_\_\_\_\_

\* to give your lecture entitled \_\_\_\_\_

\* to judge a \_\_\_\_\_ competition/inter-club/exhibition

The anticipated number of pictures are \_\_\_\_\_ projected images \_\_\_\_\_ prints \_\_\_\_\_

Our club/society meets at \_\_\_\_\_

meetings commence at \_\_\_\_\_ and end at \_\_\_\_\_

Our club has full Public Liability cover \_\_\_\_\_ \*Yes / No

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

Yours sincerely

\* strike out as appropriate

**LECTURE & JUDGE BOOKING REPLY**

Club/Society \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_

Telephone \_\_\_\_\_ Emergency Tel: \_\_\_\_\_

Affiliated to the PAGB through \_\_\_\_\_

Name \_\_\_\_\_ Photo Honours \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_  
Postcode \_\_\_\_\_ Telephone \_\_\_\_\_

\* I regret that I am unable to accept your invitation

\* I shall be pleased to judge/lecture on \_\_\_\_\_ (date)

Title of lecture \_\_\_\_\_

Brief Description (colour/mono/print/projected image/AV etc.) \_\_\_\_\_

Equipment required \_\_\_\_\_

\* I will require overnight accommodation

\* I will require an evening meal before the meeting

I estimate that my expenses will be \_\_\_\_\_

Any other requirements \_\_\_\_\_

Yours sincerely

\* strike out as appropriate