

***East Sussex WRAS Talk Booking Form.***

Please see East Sussex WRAS’s website <https://wildlifeambulance.org/talks/> for

more details of the types of talks which are available and the fees.

**Organisational Details:**

|  |  |
| --- | --- |
| Organisation Name: |  |
| Event Contact:  |  | Phone Number: |  |
| Organisation Address: |  |
| Town: |  | Postcode: |  |
| Type of Organisation | (i.e. Church Group / WI / U3A etc) |

**Proposed Talk Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Talk: |  | Arrival Time to Set up: |  |
| Start Time of Meeting: |  | Approx. Start Time of Talk: |  |
| Meeting Finish Time:  |  |
| Address of Talk:  |  | Are there refreshments before the talk, in the middle of talk or after the talk? | Before ( ) Please tick.Middle ( )End ( )Other: |
| Talk Town: |  | Talk Postcode: |  |

If requesting talks outside of East Sussex please be aware that cheap accommodation may be required especially for morning or evening talks. We will contact you to discuss and agree this in advance of confirming the talk booking.

**Type of Talk: (Please Tick).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Talk Title: | Minutes | Tick | Fee | Travel Expenses |
| “The Work of East Sussex Wildlife Rescue” | 60 |  | Less than 50 people £55.00 | @35p per mile |
|  | 50 or more people £65.00 |
|  | Schools: £75.00 |
| Children’s “What is Wildlife” Talk | 30-40 |  | Less than 50 people £55.00 | @35p per mile |
|  | 50 or more people £65.00 |
|  | Schools: £75.00 |
| School / Colleges Assembly & Ambulance Tour | 30-60 |  | £75 | @35p per mile |
| School / Colleges Assembly & Ambulance Tour (Multiple classes) | 60-180 |  | £150 | @35p per mile |
| “Hedgehog Awareness” | 45-60 |  | Less than 50 people £55.00 | @35p per mile |
|  | 50 or more people £65.00 |
|  | Schools: £75.00 |
| College’s “Wildlife Rescue, Rehalitation & Release” | 60-180 |  | £150 | @35p per mile |
| Bespoke. Please give a brief description of the talk required and the duration of the talk required. |  |

**Emergency Contact:**

Please give the contact details of the best person to speak to on the day of the talk should any problems arise before or en route to the talk.

|  |  |  |  |
| --- | --- | --- | --- |
| Name:  |  | Phone Number: |  |

**Hall Facilities & Equipment Needs:**

The speaker will bring with them a laptop, projector, speakers and extension cable but will need a table for these to be used on. The table needs to be no smaller than 2ft x 2ft in size, a standard folding hall table or half table is suitable. The equipment used is annually PAT tested.

|  |  |  |
| --- | --- | --- |
| Do we need to bring a screen? | Yes  | No |
| Are there curtains / blinds which can be used to darken the room? | Yes | No |
| Can seating be arrange so that everyone can clearly see the screen? | Yes | No |
| Please give details of anything else we need to bring with us? |
|  |

**Collection Tin.**

Please be aware we will bring a collection tin for your members to make donations. We are registered with the Fundraising Regulator and abide by their code of conduct. We are therefore not able to open the tin and give a receipt for the donations at the time of the talk. An acknowledgement / receipt for the donations will be send to the person overleaf as soon as possible after the talk. This may take a while during our busy season.

**Newsletters, Books, and Mugs.**

We will bring a selection of newsletters which will be available free of charge to your members. If available we will also bring Trevor’s Book “The fields were my theatre” which will be available for a minimum donation of £8.99 and WRAS’s 25th Year Celebration mug for a minimum donation of £5.00. 100% of the money donated from the purchase of these items is a donation to East Sussex WRAS.

**Communication Consent:**

East Sussex WRAS aims to meet the highest standards of the General Data Protection Regulations and the code of conduct of the Fundraising Regulator. We no longer add people to our newsletter mailing list without consent.

Please indicate if you organisation would like to receive the following information from East Sussex WRAS. Please mark each box to indicate you GIVE permission for us to contact you. Please leave boxes blank if you DO NOT want to be contacted in that manner and method.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Postal | E-mail | SMS | Phone |
| News / Newsletters |  |  |  |  |
| Appeals |  |  |  |  |
| Whats On / Events |  |  |  |  |
| Get Involved / Volunteering |  |  |  |  |
| Educational |  |  |  |  |

**Confirmation.**

We will e-mail, confirmation of the booking and fees, to you along with any additional questions or requirements as soon as possible. If you do not hear from us please call 01825-873003. Please accept this as confirmation of booking. You are welcome to contact us a couple of weeks before the talk for additional confirmation.

Thank you.