SPEAKERS INVITATION

|  |  |
| --- | --- |
| WI | <insert WI> |
| Contact Name | <insert Contact Name> |
| Address | <insert Address> |
| Postcode | <insert Postcode> |
| Tel No | <insert Tel No> |
| Email | <insert Email> |

<insert Date>

Dear <insert Speaker>

We are making up our Programme for <insert Year> and would like to invite you to give us a <insert Length of time> minute Presentation/Talk on <insert Subject>.

We meet at <insert Venue and Postcode> and would be ready for you to speak at <insert Time>.

The dates we have available are

<insert Date 1>

<insert Date 2>

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 Reply Form and return it in the enclosed stamped addressed envelope.

Yours sincerely

<insert Name>

<insert Position>

SPEAKERS INVITATION

**Reply Form**

|  |  |
| --- | --- |
| Speaker |  |
| Address |  |
| Postcode |  |
| Tel No |  |
| Email |  |
| Subject |  |
| Presentation/Talk date |  |
| Venue |  |
| Time |  |
| Details of interest |  |
| Equipment required |  |
| Other requirements |  |
| Fee |  |
| Travelling Expenses |  |
| Date |  |

SPEAKERS INVITATION

**Please hand to the WI Treasurer on arrival at the Meeting**

|  |  |
| --- | --- |
| WI |  |
| Speaker |  |
| Fee |  |
| Travelling Expenses |  |
| Treasurer Signature |  |
| Speaker Signature |  |
| Date |  |