



# Attendance Request Form

## Tell us about your group

Name of group .....

No. of members .....

Contact name .....

Club position .....

Contact address .....

.....Postcode.....

Contact number .....

.....Mobile No.....

Email .....

## Booking details

Date(s) .....

Time .....

Address .....

.....Postcode.....

Parking Yes  No

## What would you like us to do?

### Give a talk

Numbers expected .....

How long should the talk last? .....

Dress code (please tick) Casual  Casual/Smart  Jacket & Tie  Black Tie

Presentation with slides Yes  No

Does your location have any of the following? (please tick) Screen  Blank Wall

### Cheque Presentation

Location Canterbury Cathedral  Other Location

If other location, please give details .....

.....Postcode.....

Numbers expected .....

Will the press be attending Yes  No

How was the money raised .....

Thank you speech required No  Yes  How Long? 1m  5m  15m  More

Please return this form to: Helen Robinson  
 The Canterbury Gift  
 27 – 28 Burgate  
 Canterbury  
 Kent CT1 2HA