

# Talks Booking Form



Please complete this form with as much detail as you can and return it to: [talks@caninepartners.org.uk](mailto:talks@caninepartners.org.uk).

We would ask that you allow a minimum of 4 weeks between sending the request form and the date you would like a talk. This will enable us to find the right speaker for you.

If you are requesting a speaker to attend a physical talk, please note that whilst we will try and bring a dog with us, we cannot guarantee that this will always be possible. Only a small number of our volunteer speakers have a canine partner.

## Type of talk you would like our speaker to attend:

Virtual Talk                      Physical Talk                      (please tick)

Name (and position) of the person requesting the talk .....

Group / School / Organisation Name: .....

Two possible dates for us to come along (please give us as much notice as possible. If we are unable to secure your preferred dates, we will offer you an alternative)

Reason for requesting talk: (e.g. plan to raise money for Canine Partners, learning opportunity, recommendation, Charity of the Year)

Type of group: (e.g. social group, WI, school, childrens club etc) .....

If you are a school or youth group, please give the age range of the children involved:

Your email address: .....

Your tel.no: (landline and mobile if possible please) .....

Your full postal address: .....

## I'm requesting a speaker for a virtual talk:

**The technology:** Please confirm that you have the facility to set up the virtual meeting and provide our speaker with the relevant codes to join you.

Yes, we will set up the virtual meeting and provide the relevant codes                      (please tick)

If you are unable to set up the virtual meeting, then please contact us.

**Timings** Talk start time: ..... Duration of talk: .....

Please provide us with any further information you feel we should know:.....

**Donation information:** Although we do not charge a fee for our talks, during these challenging times we would be grateful if you were able to make a donation. £30 is our suggested amount, however we are incredibly grateful for any donations we receive from talks. We appreciate that not every group will be able to give a donation, and because of this we do not charge a set fee.

## I'm requesting a speaker for a physical talk:

Address of the venue for the talk, inc. postcode: .....

**Facilities available:** (This helps us to allocate the most suitable speaker for the talk)

Wheelchair access?

Accessible loo?

Accessible parking?

Other parking - Please provide details of where our speaker can park: .....

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We cannot promise a dog but in case one can attend:

Will the venue accept dogs?

Is there a toilet area nearby suitable for a dog e.g patch of grass/park?

Number of people expected .....

*(Please ensure this is in line with current Government guidelines)*

### Timings

Speaker arrival time: .....

Talk start time: .....

Duration of talk: .....

Please provide us with any further information you feel we should know: .....

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**Donation information:** Although we do not charge a fee for our talks, during these challenging times we would be grateful if you were able to make a donation. **£50** is our suggested amount, however we are incredibly grateful for any donations we receive from talks. We appreciate that not every group will be able to give a donation, and because of this we do not charge a set fee.

### Keeping in touch

Canine Partners respect your personal information and your privacy and we will not sell or share your data with other organisations. We may use your contact details and information on how you support or engage with us to provide information we think you will find interesting.

To find out more about how we manage your personal data, please read our Privacy Policy at [caninepartners.org.uk/privacy](https://caninepartners.org.uk/privacy)

To hear about our life-transforming work and ways to donate and raise funds to support us, please let us know how we can contact you: Email      Text

You can update how you hear from us, including telling us if you do not wish to receive occasional direct mail or calls from Canine Partners by visiting:

[caninepartners.org.uk/keepintouch](https://caninepartners.org.uk/keepintouch) or by calling **01730 716 010**