



SOUTH YORKSHIRE FEDERATION OF WOMEN'S INSTITUTES

ADDRESS -----

 TELEPHONE/EMAIL ----- DATE -----

Dear -----
 This is to remind you that we are looking forward very much to your visit on (date)

 to speak about/demonstrate -----
 The meeting is held at -----
 At (time) ----- and the approximate time for the start of your talk/demonstration will
 be ----- . We usually allow ----- minutes for our
 speakers/demonstrators. You may like to know that the approximate size of the audience should be
 ----- . We note that your fee will be £----- plus travelling expenses.
 Directions by car: -----

 The nearest car park is ----- the bus/train arriving
 at ----- stop/station at (time) ----- will be met.
 Yours sincerely
 ----- Secretary

REPLY FORM

NAME -----

ADDRESS -----

TELEPHONE/EMAIL -----

SUBJECT -----

DETAILS OF INTEREST -----

FEE ----- EXPENSES ----- DATE -----

EQUIPMENT REQUIRED -----

OTHER REQUIREMENTS -----

PLEASE COMPLETE AND GIVE TO TREASURER ON ARRIVAL AT THE MEETING

SPEAKER -----

FEE ----- EXPENSES -----

RECEIVED -----

SIGNATURE ----- DATE -----