



Registered Charity No. 1029004

Speaker Organiser

Address

Telephone number

Dear

We are making up our programme for 202.. and understand you would be prepared to give us a 45 minute approx. talk on:

.....

Our meetings take place at the address below and begin at 14:30.

The Friary Church Hall,
Haslett Avenue West,
Crawley
RH10 1HR

The date for your talk is:-

Free parking is available at the venue (barrier code #0793)

If you require any travel information please ask.

It would be most helpful if you could complete the reply form and return it to me.

Many thanks for your help.

Speaker Organiser Crawley u3a

REPLY FORM

Date of Meeting:

Name (with titles):

Address:

Post Code:

Telephone:

Title of your talk:

Will you introduce yourself or would you prefer to be introduced?

Equipment: we have a handheld microphone available.

Other requirements:

Please confirm the fee for your talk and any additional expenses. We will need your bank account details for a bank transfer, or let us know if you prefer a cheque.