

Guest Speaker Booking Form



Your details	
Name of Organisation	
Venue	
Contact Name	
Preferred Telephone Number	
Email Address	
To find out more about how we use your data, please see our Privacy Policy at http://www.chesterzoo.org/footer/privacy-policy	

Event details	
Requested speaker (if known)	
Subject matter/topic	
Type of event	
Event date/time	
Duration	
Expected audience size	
Nature of invitation (please tick one)	Lecture/Speech with Q&A (£200) Lecture/Speech with no Q&A (£200) Speaker at a roundtable event (POA) Panellist (POA) Virtual Lecture/Speech (£110)
Is PowerPoint required?	
What IT facilities are present on site?	
Status (please tick one)	Private event (invite only or ticketed) Public event (free to attend) Public event (ticketed)
Will journalists be present?	Yes No
Any other details	

Payment details Please tell us how you would like to pay...

<p>Invoice after visit (please attach school/college letterhead with this form)</p>	<p>Email address of payment taker: PO Number (if required):</p>
<p>Pre-payment by cheque made payable to Chester Zoo Please note we are unable to reimburse or transfer pre-payments</p>	
<p>Pre-payment by credit/debit card If you prefer this method, please provide the contact telephone number for us to call when we confirm your booking Please note we are unable to reimburse or transfer pre-payments</p>	

Please complete the following form and return it to **L.Webb@chesterzoo.org**. As I'm sure you can imagine, we receive a lot of speaker requests and we try our best to do as many as possible, but our staff time is limited – particularly in our animal and directorate teams – so please bear in mind we may not be able to send a representative to your event.

Once emailed we will respond within 10 working days with confirmation of a potential speaker.