# **Information about talks sourced directly by you**

Well done for sourcing a talk on behalf of Guide Dogs. Please provide all the details about your booking below and email them to speakervols@guidedogs.org.uk. If you would prefer to phone the information through, then please call 0345 143 0192.

The table below has 2 columns and 8 rows. The first column has the title of the information required and the second column is the space to type the information.

|  |  |
| --- | --- |
| Group  |  |
| Host Contact Name |  |
| Host Telephone number |  |
| Host Email Address  |  |
| Venue Address |  |
| Talk Date and Time  |  |
| Type of audience  |  |
| Speaker Name  |  |
| Does the venue have valid Public Liability insurance for the date of your talk?  |  |
| Any other information |  |

The information that you provide will be used to record the talk so that we can thank the organisation afterwards and should they approach us in the future know what engagement they’ve had with Guide Dogs previously. Thank you for your fabulous support, we really do appreciate all that you do for us.

# **End**