

Iain Rennie Grove House Hospice Care (IRGH)
Presentation/Talk Booking Form

52a Western Road, Tring, HP23 4BB Tel: 01442 890222
Registered Charity: 1140386



Thank you for your enquiry regarding a talk from an IRGH Ambassador. Please complete the details below and return to Community Fundraising at the address above or email to fundraising@irhh.org Booking details will be confirmed with you once an IRGH Ambassador has been allocated.

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| Organisation name | |
| Event title | |
| Date of event | |
| Event location (full address, including postcode) | |
| Contact name and position within organisation | |
| Contact telephone number(s) | |
| Email address | |
| Event times, including arrival time for the IRGH Ambassador | |
| Will refreshments be provided? (if yes, please elaborate) | |
| Specific duties (e.g. collect cheque, propose toast, length of talk/presentation) | |
| For talks and presentations, please indicate what resources the IRGH Ambassador should provide | Powerpoint presentation <input type="checkbox"/> Projector <input type="checkbox"/> Screen <input type="checkbox"/> |
| Expected audience total | |
| Parking arrangements | |
| IRGH fundraising activities held by the organisation and amount raised (if known) | |
| Reason for supporting IRGH | |
| Any other relevant information | |
| Event information attached/enclosed | Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable <input type="checkbox"/> |

For office use:

| | | | |
|-----------------------|--------------------------|--------------------------------|--------------------------|
| Ambassador confirmed | <input type="checkbox"/> | Booking form to Ambassador | <input type="checkbox"/> |
| Equipment booked | <input type="checkbox"/> | Confirmation sent to organiser | <input type="checkbox"/> |
| Details added to WO | <input type="checkbox"/> | | |
| Contact details on RE | <input type="checkbox"/> | | |
| IRGH staff initials | <input type="checkbox"/> | | |