**Please note that this is a booking request, all bookings will be confirmed by return e-mail -**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title Of Your Booking |  | | | | | | | | |
|  | | | | | | | | | |
| Event Details  *E.g. Teaching, simulation* |  | | | | | | | | |
|  | | | | | | | | | |
| Date Required |  | | | | | | | | |
|  | | | | | | | | | |
| Please put 3 other preferences if your required date isn’t available | *Preference 1* | | | | *Preference 2* | | | *Preference 3* | |
|  | | | |  | | |  | |
|  | | | | | | | | | |
| Time | *Start Time* | |  | | | *Finish Time* |  | | |
|  | | | | | | | | | |
| Maximum number of people attending |  | | | | | | | | |
|  | | | | | | | | | |
| Room layout  (Please mark ‘X’) | *Boardroom* | | | *Rows* | | *Horse shoe* | | | *Other* |
|  | | |  | |  | | |  |
|  | | | | | | | | | |
| Equipment  (Please mark an ‘X’ in the equipment boxes you require) | *Table(s)* | | | *Speakers* | | *Laptop* | | | *Microphone* |
|  | | |  | |  | | |  |
| *Flipchart* | | | *Projector* | | *Other (Please comment if you require)* | | | |
|  | | |  | |  | | | |
|  | | | | | | | | | |
| Notes (Anything else we should know) | | | | | | | | | |
|  | | | | | | | | | |
| Your Contact Details | | | | | | | | | | |
| Name | | |  | | | | | | | |
| Email | | |  | | | | | | | |
| Department | | |  | | | | | | | |
| Tel/Bleep Number | | |  | | | | | | | |