

The Literacy Shed Ltd

4 Redisher Close,

Ramsbottom,

Lancashire,

BL09RX

**Literacy Shed Booking Form – please return to** **rob@literacyshed.com**

**Date of CPD:**

|  |  |
| --- | --- |
| Name of contact at school: | Name and address of school  |
|  |  |
| Email address of contact: |
|  |
| Email address for invoice: |
|  |
| Purchase order number if required: |
| Approximate number of staff present at event: | Agreed Cost for the event:  |
| Number of tickets sold/Schools invited? (if any) Price tickets/schools sold at:  |
| Will lunch be provided?  | **Speakers and Projector provided? Yes** |
|  |
| Parking instructions if needed: |
| Any other points to make Rob aware of? E.g. areas of focus/interest  |

 TELEPHONE NUMBER IN CASE OF EMERGENCY:

(Mobile preferred as in some cases it could be early morning before office staff arrive)