

The Literacy Shed Ltd

4 Redisher Close,

Ramsbottom,

Lancashire,

BL09RX

**Literacy Shed Booking Form – please return to** [**rob@literacyshed.com**](mailto: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)