**Guest speaker booking form**

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| **Your details** | |
| **Name of Organisation** |  |
| **Venue** |  |
| **Contact name** |  |
| **Preferred telephone number** |  |
| **Email address** |  |
| To find out more about how we use your data, please see our Privacy Policy at <https://www.chesterzoo.org/footer/corporate-information/privacy-policy> | |

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| **Event details** | |
| **Request speaker** (if known) |  |
| **Subject matter/topic** |  |
| **Type of event** |  |
| **Event date/time** |  |
| **Duration** |  |
| **Expected audience size** |  |
| **Nature of invitation**  (please tick one) | Lecture/speech with Q&A  Lecture/speech with no Q&A  Speak at a roundtable event  Panellist  Virtual lecture/speech |
| **Is PowerPoint required** |  |
| **What IT facilities are present on site** |  |
| **Status**  (please tick one) | Private event (invite only or ticketed)  Public event (free to attend)  Public event (ticketed) |
| **Will journalists be present?** |  |
| **Any other details** |  |

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| **Payment details.**  Please tell us how you would like to pay. | |
| **Invoice after visit**  (please attach school/college letterhead with this form) | Email address of payment taker:  PO Number (if required) |
| **Pre-payment by cheque made payable to Chester Zoo.**  Please note we are unable to reimburse or transfer pre-payments. |  |
| **Pre-payment by credit/debit card**  If you prefer this method, please provide the contact telephone number for us to call when we confirm your booking. Please note we are unable to reimburse or transfer pre-payments. |  |

Please complete the following form and return it to [L.Webb@chesterzoo.org](mailto:L.Webb@chesterzoo.org). We receive a lot of speaker requests and try out best to do as many as possible, but our staff time is limited, particular in our animal and directorate teams. Please bear in mind that we may not be able to send a representative to your event.

Once emailed, we will respond within 10 working days with confirmation of a potential speaker.