

*These sections **must** be completed or we will be unable to process your booking form. Non-members must enclose payment with this booking form.

Course Title	Date	Cost

Delegate Details		
*Your Name:		
Organisation:		
Your Email: For correspondence		
*Please provide a daytime telephone number in case we need to contact you urgently:		
*Your Organisation's Details: (your invoice will be sent to this address unless you state otherwise)	To be sent for attention of (name): Email: Address and Postcode:	
*Where would you like your invoice be sent, if not to your organisation?		
Do you have any particular requirements?	If yes, please see the back of our booking form:	
How did you find out about our course?	<input type="radio"/> Enews <input type="radio"/> Momentum Website <input type="radio"/> Training Brochure	<input type="radio"/> Training Email from Momentum <input type="radio"/> Twitter <input type="radio"/> Other
Which District Council area do you work in?		
<p>All course confirmation letters are sent via email, unless requested otherwise</p> <p>Please tick the box if you want confirmation sent by post <input type="checkbox"/> (if ticked, please provide an address and postcode)</p> <p>Momentum (Norfolk) would like to add your email address to our Training Distribution list – you will receive emails about our upcoming courses. To opt IN please tick this box <input type="checkbox"/></p>		

***Managers Confirmation (this must be completed)**

I confirm that I approve attendance on this course and agree that we will meet the course costs. I understand that full payment will be owed once a confirmation letter has been sent. All cheques are to be made payable to Voluntary Norfolk.

Manager's signature:

Date:

Your Access Requirements

Which format would you prefer information in?

- Electronic document
- Standard print
- Large print
- Coloured paper (please specify your colour) _____

Do you require a disabled parking space?

- Yes
- No

Do you require step-free access?

- Yes
- No

Do you have any specific dietary requirements?

Do you have any medical conditions that may require urgent attention during the session such as epilepsy, diabetes or allergies?

Do you need a prayer room during the day activities?

- Yes
- No

Is there anything else that you would like to tell us about that might be a barrier to your learning?

Please return all completed booking forms to: training@momentumnorfolk.org.uk