

Gill Carrie Event Enquiry & Book Order Form

Event Enquiry/Book Order Form

Our aim is to "Inspire the child within...Inspire the child without" by delivering excellent books and events. In order that we can maintain the high standard of our books and events, it is important for us to communicate and collaborate our aim with your aim. We would appreciate you taking a few moments to complete this form and return by email to gillcarrie@mac.com

School/Organisation _____ Contact Name _____

Contact address _____ Contact email _____

Contact Tel No _____ Enquiry date _____

Details

Which event/s do you wish to do? _____

Which location do you wish this/these to be held at? _____

Which date/s do you wish this/these to be held on? _____

What would be your expected duration/s for the selected event/s? _____

Which age group/s or class/es do you wish the event/s to be delivered to? _____

What is your aim/s for the event/s? _____

What is your expected outcome/s for the event/s? _____

Would you like books ordered and delivered before the event/s? _____

If so, please state which book/s and the quantities of each book _____

Would you like a bookshop section at the end of the event for children and/or parents to purchase books? _____

Would you like a book signing section at the end of the event? _____

Will the event be affiliated with another school/organisation around the proposed dates? _____
(this keeps travel costs down)

Is this a one-off event or do you wish to plan a series of events over a specific duration? _____

Additional comments _____

Thank you

I will contact you on my receipt of this form to discuss further and to finalise and confirm costings & dates
All Events & Books ordered are paid in full at confirmation of this booking
Books bought at the Bookshop section for children and/or parents are payable on the day

Summary For Office Use: for Pre-Event Meeting/Discussion with Schools/Organisations, Distribution and Book Delivery (Signed/Unsigned)

Summary of Costings

Event/s	Book/s	Travel	Totals	Affiliate
£ _____	£ _____	£ _____	£ _____	SUB TOTAL £ _____ - £ _____ TOTAL BALANCE £ _____

Payment Method: _____ Authorised by: _____ Confirmed by: _____

Countersigned by: _____ Dated: _____ Receipt sent: _____

Notes: _____

"Inspire the child within...Inspire the child without"