

WORKSHOPS FOR WIs

Thank you for your enquiry about your name being added to our list of workshop providers. A form is attached for you to complete and return.

There is a separate system for WI Speakers which involves audition process.

We do not audition those wishing to offer workshops but our WIs are encouraged to complete feedback forms for any bookings they make and therefore, recurrent bad feedback will lead to your removal from our list.

PLEASE NOTE THE FOLLOWING:-

- If you wish to sell copies of a book or any other items at a meeting, this will have to be put on the sales table and a commission of 10% will be charged and you must agree this with the WI when the booking is made.
- Demonstrators cannot use their finished article as an item in a raffle for which the demonstrator takes the proceeds (even though this may be for charity). If you wish to put the item in the WI's own raffle, you may and you can reflect this expense in your agreed fee/expenses. Again, arrange this at the time of booking.
- If your talk during your workshop has any professional or medical input, you must be sure that the information offered is correct and up to date.
- There is a limit on the length of entry for any workshop provider. No more than five titles of workshops will be used. Use phrases such as 'full list on application' or 'more available'.
- We feel that travel expenses should reflect fuel costs rather than general running of car costs.
- Please bear in mind that the AVERAGE size of a WI in Shropshire is 26 members but these vary from 60 down to 11, if you have minimum or maximum numbers, please discuss these at the time of booking.
- Cookery demonstrators must have an up to date food hygiene certificate if prepared food is to be tasted by members of the audience,
- We would like to stress that WIs print their year's programme at the beginning of the year so arrangements are made in advance. It is very important that once you have agreed to speak that you honour that agreement.
- We may exclude people offering workshops which are already covered in our lists, or which appear to be a business opportunity for the speaker.

9 Park Plaza, Battlefield Enterprise Park, Shrewsbury, Shropshire SY1 3AF
Tel: 01743 461646 email: enquiries@wi-shropshire.co.uk



Shropshire

Federation of Women's Institutes

Shropshire Federation of Women's Institutes

APPLICATION TO BE A WI WORKSHOP PROVIDER

Name

Address

..... Postcode

Tel number email

Subject(s)

.....
.....

Services limited to certain days or times of day:

.....

Limited to certain districts:

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Fee: per participant

Travel expenses (it is recommended this is geared to fuel costs)

Equipment/materials needed/provided:

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Other requirements:

Have you any WI engagements already booked? If so, where and when:

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Any other comments:

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