Please complete the table below and send an email entitled **FOA Careers Lead: CEIAG Visitor Booking** to [las@rgshw.com](mailto:las@rgshw.com)

|  |  |
| --- | --- |
| Name of contact |  |
| Contact details (email and telephone) |  |
| Role of the training |  |
| Vocational or apprenticeship provider represented |  |
| Aim of presentation |  |
| Assembly slot | |
| Number of students the presentation or session is designed for |  |
| Length of the talk or presentation |  |
| Target year group for the session or presentation |  |
| Display, resources or other facilities required |  |
| Number of provider staff and their names |  |
| Support from school staff required on the day |  |
| Event at an off site venue | |
| Timings of the day |  |
| List of other invited schools and providers |  |
| Suggestions for accessible funding streams for transport costs |  |
| Visit risk assessment of the venue  (please attach document) |  |