



**Cottage  
by the Sea**  
Queenscliff

*Helping children and families  
in need since 1890*

**Dear Guest Speaker Organiser**

***Thank you for thinking of Cottage by the Sea.***

During the course of the year, Cottage by the Sea (CBTS) representatives may be available on certain days and times as guest speakers at your meeting or function.

We also offer a promotional talk and/or DVD presentation.

Please find enclosed a booking form which will help us best suit your requirements for the visit.

At least one week prior to our talk we ask that you confirm with us via phone, fax or email the following details:

- Approximate numbers attending
- Expected time of arrival
- Any special requests

***We are more than happy to assist you with any queries you may have, so please don't hesitate to ask.***

***To secure your booking please complete the form below and return to me via***

- *post - Cottage by the Sea, 29 Flinders Street, Queenscliff, VIC 3225*
- *fax – 5258 4347*
- *email [tfeatherston@bigpond.com](mailto:tfeatherston@bigpond.com)*

*Regards,*

**Tony Featherston**  
*General Manager.*



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## GUEST SPEAKER BOOKING FORM

<b>Date of event:</b>	<b>Start time:</b>	<b>End time:</b>		
<b>Group name:</b>				
<b>Event:</b>				
<b>Event address:</b>				
<b>Contact person:</b>				
<b>Home phone:</b>		<b>Mobile:</b>		
<b>Is the request for a guest speaker, attendee or other?</b>				
<b>What is the expected talk time?</b>				
<b>Who is the audience?</b>				
<b>Number of members/guests expected to attend:</b>				
<b>Name of individual introducing the speaker/guest:</b>				
<b>Are other speakers/officials attending the event? (Please circle)</b>			<b>Yes</b>	<b>No</b>
<b>If so, what are their names?</b>				
<b>What parking is available?</b>				
<b>What audiovisual equipment is available? (please circle items available)</b>				
<b>Lectern</b>	<b>Microphone</b>	<b>Flipchart</b>	<b>Screen</b>	
<b>Computer</b>	<b>Projector</b>	<b>Television</b>	<b>DVD player</b>	
<b>Additional Information:</b>				

**If you have any further questions, please call Tony on 0409 535 863**