

## CONFIRMATION OF ATTENDANCE FORM



With regard to the forthcoming events, all companies are asked to complete the following Confirmation of Attendance Form.

In order to organise catering etc, EBC will require approximate numbers of staff attending the event. Please enter relevant details below and return via fax to 0191 5166412 as soon as possible.

Please note, EBC appreciate that at times circumstances may change meaning that companies have to decline involvement prior to an event but may we ask that should this situation arise, as much notice as possible be given to EBC in order to find replacement companies. It proves extremely difficult when trying to find replacement companies at such notice, to step in so pupil: business ratios are not affected. Thank you.

**PLEASE COMPLETE AND RETURN THIS FORM EVEN IF YOU ARE UNABLE TO SUPPORT THE EVENT, THANK YOU.**

Contact Name:	
Position:	
Company:	
Contact Number:	

Please Specify dates of attendance:	
	<input type="checkbox"/>

Number of Staff attending event:	
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Are they any special dietary requirements? If YES please specify below:	Yes		No	
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Do you require any additional resources for example paper, pens etc? If YES please specify below:	Yes		No	
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Do you require any electrical extension leads or electricity outlets? If YES please specify below:	Yes		No	
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Will your organisation be providing prizes/gifts? If YES please specify below	Yes		No	
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Signed:		Date:	
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