



Norfolk Federation of WIs

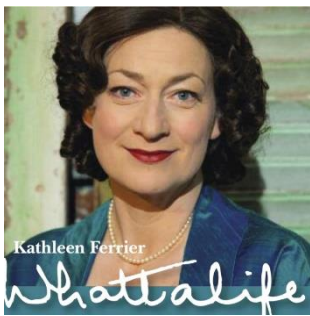
Charity No. 227411

Federation Annual Meeting Theatre Royal, Norwich Wednesday, 8th April 2020 10.45am – 3.45pm

September 2019

Dear Secretary

On behalf of the Board of Trustees, I am pleased to invite you to the 101st Federation Annual Meeting for the Norfolk Federation.



Our main speaker will be **Lucy Stevens**, performing as Kathleen Ferrier in a show called “Whattalife”. Lucy tells the story of the great English contralto from her debut as a singer in 1940, through her meteoric rise, to her tragic death in 1953. The text is taken from her letters and diaries interwoven with music from her repertoire. The show celebrates her short but full life and, like Kathleen, has a great sense of fun.

Delegate’s tickets are free and the price for visitor’s tickets will be £11.00.

Lunch and Refreshments

- Tea and coffee will be available from the bar area from arrival and throughout the day, at a cost of £2.00; soft drinks and alcoholic beverages will also be available
- Pre-ordered Lunch Boxes, prepared by the Theatre Royal, will be available. These will cost £8.50. The menu and Order form can be found on the accompanying booklet
- Lunch can also be booked in Prelude Restaurant. 2 courses for £15, 3 courses for £19. Again, the menu and details on booking are on the accompanying booklet
- Sandwiches can be purchased on the day
- Members can bring their own packed lunch

Please read the information overleaf carefully, but if you have any queries, do contact the Office; otherwise, we look forward to seeing you at our 101st Annual Meeting.

Louise Casson
Federation Secretary

Norfolk Federation of WIs 101st Annual Meeting Information

Tickets

- Every WI is guaranteed 1 Delegate's Ticket (FREE) and 7 Visitor's Tickets (£11 each)
- There is a separate application form for additional tickets
- Guaranteed tickets will have priority seating. Additional tickets will be further back in the auditorium
- Be aware that we cannot take preferences for seating in either the Stalls or Circle, unless the member attending has a serious disability issue
- Consideration will be given to the size of your WI when allocating additional tickets. If unsuccessful, all unused cheques and envelopes will be returned
- Please read the instructions for applying for tickets *very carefully*
- Please note that there is only one date when applying for guaranteed and additional tickets
- Tickets will be allocated on **Wednesday, 5th February**, so there is no need to contact the Office before that date. After that date we will continue to allocate tickets until the Theatre is full
- Please send the application forms, together with cheque(s) and sae envelope(s), to the Federation Office by Monday, 27th January
- If your WI is unable to attend, please advise the Office – this will help us in the distribution of additional places
- Seating is by assigned, numbered ticket only, as provided by the Theatre
- Delegate Seating: delegates will be seated separately in the Front Stalls
- Visitor Seating: visitors will not be able to sit with delegates, but we will endeavour to seat WI members together wherever possible
- *In particular please note that:*
 - Wheelchair access seating **MUST** be advised with your application. We cannot guarantee provision after the allocation date.
 - Disability Seating – again, this **MUST** be advised on your application. An indication of disability would be helpful, so we can assign appropriate seating (i.e. partially sighted, or uses a walker)
 - If a carer is required, please indicate this on your application and we will endeavour to accommodate the member
 - Hearing – there is a full loop system throughout the auditorium
- Please also note that **there is no disabled parking available at the Theatre**

FEDERATION ANNUAL MEETING 2020
GUARANTEED TICKET APPLICATION

CLOSING DATE WEDNESDAY, 5th FEBRUARY 2020

NB Wheelchair access seating **MUST** be advised with this application. We cannot guarantee provision after the allocation date. Such seating in the Theatre is limited, although we will make every effort to accommodate requirements.

..... WI

Delete as applicable

- Please send 1 free Delegate's Ticket
Wheelchair access seating required Yes No
Disability seating required Yes No

- Visitor Tickets: A maximum of 7 tickets only
Additional tickets should be applied for on the form overleaf

I wish to apply for Visitor Tickets at £11.00 each, total £.....

Wheelchair access seating Number required

Disability seating Number required

- We are unable to attend the meeting. Please reassign our seating and offer our apologies.

If not attending, please return the form or email (admin@norfolkwi.org.uk) to advise

Please enclose one cheque payable to NFWI and on the reverse write 'FAM' and the name of your WI. Return your application form and cheque(s) to Evelyn Suffield House, 45 All Saints Green, Norwich, NR1 3LY.

As this is an assigned ticket only event, an SAE must be included for return of tickets and a map

PLEASE NOTE: ONCE TICKETS HAVE BEEN ISSUED
NO REFUNDS WILL BE GIVEN

Please do not staple anything to this form

OFFICE USE ONLY:

Date received ChequeI...P.

Date Tickets Issued

FEDERATION ANNUAL MEETING 2020
ADDITIONAL TICKET APPLICATION

CLOSING DATE WEDNESDAY, 5th FEBRUARY 2020

NB Wheelchair access seating **MUST** be advised with this application. We cannot guarantee provision after the allocation date. Such seating in the Theatre is limited, although we will make every effort to accommodate requirements.

..... WI

No of members.....

Available additional tickets will be allocated pro rata, depending on the size of WI

ADDITIONAL VISITOR TICKET APPLICATION MAXIMUM 4 PER CHEQUE

I wish to apply for (max 4) tickets at £11.00 each, total £.....

Wheelchair access seating Number required

Disability seating Number required

I wish to apply for (max 4) tickets at £11.00 each, total £.....

Wheelchair access seating Number required

Disability seating Number required

- Any cheque for more than 4 visitors may be returned to the WI
- Do not include payment for additional tickets with your Guaranteed application. The cheque will be returned and may delay your application
- Make cheque(s) payable to NFWI, on reverse write 'FAM' & name of WI
- Return your application form and cheque(s) to Evelyn Suffield House, 45 All Saints Green, Norwich, NR1 3LY

As this is an assigned ticket only event, an SAE must be included for return of tickets and a map

PLEASE NOTE: once tickets have been issued no refunds will be given

In the event that further tickets become available the Office will email you to advise. If you wish to be notified, please provide an email address/telephone number and additional tickets required	
Email
Tel. No.	No. required

Please do not staple anything to this form

OFFICE USE ONLY:

Date received ChequeP

Date Tickets Issued