

# Booking Form Drama INSET



School name:  
School Address:

Head teacher:  
Email:

Finance contact:  
Email:

Purchase Order Number: (if required)

Date of INSET:  
Theme or Focus:  
Number of staff involved\*:  
Please indicate choice of session:  
Full Day                      Half Day                      Twilight Session

\*We recommend that teaching assistants take part in the INSET as this enables them to work with teachers to create drama experiences for your pupils.

Please briefly describe the outcomes you would like the INSET to achieve:	Please give us a indication of preferred timing: Start: Break: Lunch: Break: Finish:
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Can the space be 'blacked out' (ie blinds/curtains)?  
Is there a projection screen in the space to be used?

## Cost of the event:

Our fee for Staff INSET is £400 for a half day and £650 for a full day.  
(Note: The price for work with children is less at £250 and £395).

Do we need to be registered as a supplier with your LA?

We understand that an invoice will be issued to us on receipt of the booking form unless otherwise agreed.  <b>Signed</b> _____ <b>(Head-teacher)</b> <b>Date</b> _____
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Please print and sign the form, then return by post or email: [matt@northwestdramaservices.co.uk](mailto:matt@northwestdramaservices.co.uk)

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*Matt Wardle, Creative Producer 07890 724 917*  
We look forward to working with you.