

Chalfonts u3a Celebration Day 5th April 2022

Check list

Please return this form by the end of January 2022

Group Name:

Group Contact Name:

If your group requires any chairs, please indicate the number	
If your group requires any tables, please indicate the number	
Do you need a display board?	
Do you need Wi-Fi internet access?	
Do you need any mains power sockets for equipment? If so, please let us know how many sockets you require.	
Do you need access to The Hub's audio/visual systems? If so, please give details	
Please give details below on how you intend to present your group. For example, will you be giving a scheduled performance or will you have a rolling demonstration	

Will visitors be able to interact with your group activities? Please give details

Will you have any printing or other costs. If so, please give details and costs

Please let us know if there is anything else you need

Notes:

1. We have a limited number of display boards so please let us know if you require one.
2. We have two laptops; one windows and one MacOS. Please let us know if you would like to book one.
3. We will supply flags with your Groups name on which can be attached to your table.
4. You group will need to supply the materials you normally use during your meetings.