



# Norfolk Federation of WIs

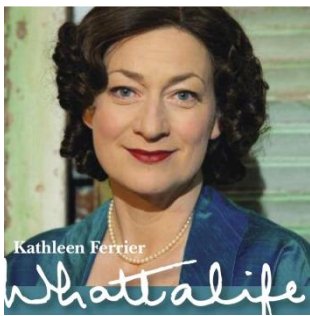
Charity No. 227411

## Federation Annual Meeting Theatre Royal, Norwich Monday, 21<sup>st</sup> March 2022 10.45am – 3.45pm

October 2022

Dear Secretary

On behalf of the Board of Trustees, I am pleased to invite you to the 102<sup>nd</sup> Federation Annual Meeting for the Norfolk Federation.



Our afternoon 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 is £11.00.**

### Lunch and Refreshments

Arrangements are still being finalised and full details will follow, but as before:

- Tea and coffee will be available 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 £9.00
- Lunch can also be booked in the Prelude Restaurant. 2 courses for £16, 3 courses for £20
- The order form with the menu/dietary requirements for lunch boxes and the restaurant will follow
- 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 in person at our 102<sup>nd</sup> Annual Meeting.

Louise Casson  
Federation Secretary

# Norfolk Federation of WIs 102<sup>nd</sup> Annual Meeting Information

## Tickets

- Every WI is guaranteed 1 Delegate's Ticket (FREE) and 8 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 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
- Please send the application forms, together with cheque(s) and sae envelope(s), to the Federation Office by **Monday, 14<sup>th</sup> February**
- Tickets will be allocated on *Monday, 21<sup>st</sup> 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
- 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
  - 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 2022**  
**GUARANTEED TICKET APPLICATION**

**CLOSING DATE MONDAY, 14<sup>TH</sup> FEBRUARY 2022**

**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  
**Disability seating required**                 Yes

- Visitor Tickets: A maximum of 8 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](mailto:admin@norfolkwi.org.uk)

Please enclose one cheque for *guaranteed tickets* payable to NFWI and on the reverse write 'FAM' and the name of your WI. Return your application form and cheque to Evelyn Suffield House, 45 All Saints Green, Norwich, NR1 3LY.  
By BACS: To NFWI Sort Code 08-92-99 Account No. 65431449  
Payments should be referenced with your Surname, WI and "FAM"

***As this is an assigned ticket only event***  
***an SAE must be included for return of tickets***  
*(envelope size to be "DL", min. 22mm x 11mm)*

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 ..... Cheque ..... ...P...BACS

Date Tickets Issued .....

FEDERATION ANNUAL MEETING 2022  
ADDITIONAL TICKET APPLICATION

CLOSING DATE MONDAY, 14<sup>TH</sup> FEBRUARY 2022

**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 .....

Please enclose one cheque for *each application of additional tickets (max. 4 per cheque)* payable to NFWI and on the reverse write 'FAM' and the name of your WI. Return your application form and cheque to Evelyn Suffield House, 45 All Saints Green, Norwich, NR1 3LY.

By BACS: To NFWI Sort Code 08-92-99 Account No. 65431449  
Payments should be referenced with your Surname, WI and "FAM"

***As this is an assigned ticket only event  
an SAE must be included for return of tickets  
(envelope size to be "DL", min. 22mm x 11mm)***

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

In the event that further tickets become available the Office can 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 ..... Cheque ..... ...P...BACS

Date Tickets Issued .....