



Norfolk Federation of WIs

Charity No. 1201046

Federation Annual Meeting Theatre Royal, Norwich Tuesday, 23rd May 2023 10.45am – 3.45pm

February 2023

Dear Secretary

On behalf of the Board of Trustees, I am pleased to invite you to the 103rd Federation Annual Meeting for the Norfolk Federation.



We are delighted that our guest speaker in the afternoon is **Esme Young**, a judge on “The Great British Sewing Bee”. Esme will talk about her life as a fashion designer; her ground breaking shop Swanky Modes, *the Amorphous Dress* which she designed and is now in the V&A Collection. She is also known as a costume designer for films and currently teaches at Central St Martins.

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

Lunch and Refreshments

- 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 £12.00.
- Lunch can also be booked in the Prelude Restaurant. 2 courses for £21, 3 courses for £24
- The order form with the menu/dietary requirements for lunch boxes and the restaurant are included
- Sandwiches can be purchased on the day
- Members can also 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 103rd Annual Meeting.

Louise Casson
Federation Secretary

Norfolk Federation of WIs 103rd 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 **Thursday, 20th April**
- Tickets will be allocated from *Thursday, 27th April*, 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 2023
GUARANTEED TICKET APPLICATION

CLOSING DATE MONDAY, 20th APRIL 2023

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
- Is Wheelchair access seating required for your delegate?** Yes
- Is Disability seating for your delegate 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

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, with appropriate postage)

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 _____ I P BACS

Date Tickets Issued _____

**FEDERATION ANNUAL MEETING 2023
ADDITIONAL TICKET APPLICATION**

CLOSING DATE MONDAY, 20th APRIL 2023

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
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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 _____ I P BACS

Date Tickets Issued _____