



Norfolk Federation of WIs

Charity No. 1201046



Federation Annual Meeting Monday, 18th March 2024 Theatre Royal, Norwich 10.45am – 3.45pm

**Headline Speaker:
Janet Street-Porter**

**Delegate Tickets: Free
Visitor Tickets: £12**

Dear Secretary

On behalf of the Board of Trustees, I am pleased to invite you to the 104th Federation Annual Meeting for the Norfolk Federation.

We are delighted that writer, broadcaster and former editor of *The Independent on Sunday*, Janet-Street Porter is our guest speaker in the afternoon. Janet originally studied architecture. She has won numerous awards including Columnist of the Year, the Prix Italia for arts programming and a BAFTA for originality. Janet currently writes weekly columns for *The Independent*, *Mailonline* and *the i newspaper*, appears regularly on ITV's *Loose Women*, and has presented television series on subjects as diverse as contemporary British art, walking, cooking and architecture, as well as reality shows like *I'm a Celebrity...* and *So you Think you can Teach?* – and has written two memoirs, and a bestseller self-help guide with a difference. She has commissioned two houses by leading architects and is an honorary fellow of the Royal Institute of British Architects.

Lunch and Refreshments: Full details will follow, but tea and coffee will be available throughout the day. Pre-ordered Lunch Boxes will be available and lunch can be booked in the Prelude Restaurant. 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 104th Annual Meeting.

Louise Casson
Federation Secretary

Norfolk Federation of WIs 104th Annual Meeting Information

Tickets

- Every WI is guaranteed 1 Delegate's Ticket (FREE) and 8 Visitor's Tickets (£12 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, 19th February**
- Tickets will be allocated from *Monday, 19th 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. Headsets amplifying the stage sound are also available. Please advise us in advance if you require these.
- Please also note that **there is no disabled parking available at the Theatre**

FEDERATION ANNUAL MEETING 2024
GUARANTEED TICKET APPLICATION

CLOSING DATE: MONDAY, 19TH FEBRUARY 2024

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

Select 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
- Are Headsets required? _____ No. 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 £12.00 each, total £ _____

Wheelchair access seating	Number required _____
Disability seating	Number required _____
Headsets	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 2024
ADDITIONAL TICKET APPLICATION**

CLOSING DATE MONDAY, 19TH FEBRUARY 2024

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 £12.00 each, total £_____

Wheelchair access seating	Number required _____
Disability seating	Number required _____
Headsets	Number required _____

I wish to apply for _____ (max 4) tickets at £12.00 each, total £_____

Wheelchair access seating	Number required _____
Disability seating	Number required _____
Headsets	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"

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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 _____