



# Chartered Institute of Plumbing and Heating Engineering

## Presidential Booking Form

If you would like the CIPHE National President to attend your function please complete this form and send it with the invitation and any relevant information to: Cathy Swain, Secretary to the President, CIPHE, 64 Station Lane, Hornchurch, Essex RM12 6NB or email [catherines@ciphe.org.uk](mailto:catherines@ciphe.org.uk) Phone: 01708 463112 or Fax: 01708 448987

Who to attend? President / with President's Lady\* Please delete as appropriate

Date ..... Time ..... Type of function .....

Venue address.....

If the President is required to give a speech, how long will it need to be? .....

Please give details of any awards you would like the President to present

Dress code .....

Please give details of any accommodation arrangements.....

Will costs incurred be covered by host? Yes / No

Any other relevant information .....

Names of other dignitaries attending .....

Your name .....

Email address .....

Phone number .....