

Guidance for Completing New Surrey Area Booking Form

With postal rates going up and up the JDS&E committee have been working to design a booking form that can be used with an exchange of emails. (In time it will be replaced by the New NAFAS system that is being tested.)

The Surrey booking form is on the Area Website www.surreynafas.com.

We refer to the judge, demonstrator, speaker or teacher throughout as the 'Contracted party' to simplify the form. It will be obvious from conversations on the phone or email which activity is required. With good will on both sides the system will work well.

1. Programme Secretary makes an initial contact by phone or email to agree the activity. It is a good idea to ask about fees at this stage.
2. Programme Secretary downloads the booking form from the website

Booking Form

Surrey Area Clubs booking Surrey Area Judges Demonstrators Speakers Teachers only.

Completing this form, exchanging it with the demonstrator, judge, speaker or tutor (Contracted party) over email **forms the same contract in Surrey as using the blue form.**

Contracted party	Name:		Email:	
	Mobile:		Landline:	
Contracted Party Address				
Booking Type (please tick):	Judge	Demonstrator	Speaker	Education
Club & Address of venue Including postcode				
Theme/Title				
Time Meeting/Show	Date:		Hall opening and closing time:	
Competition	Start + end Time:		ETA:	
	Yes/No		Title:	
	Type of Show:		Timing of Judging:	
Club Contacts: Names	1.		2.	
Mobile Nos:	1.		2.	
Email Address	1.		2.	
Fee			Additional Information: Expected attendance: Seating Capacity: Staging info: Any Additional comments:	
Travelling Costs				
Flower Allowance				
Meals				
Accommodation				
Other				
Total				
Payment Method (please tick) Note please do not give bank details on this form	Bank Transfer / Cheque			

I am aware of the NAFAS code of practice, available on the Surrey NAFAS website

signed by

Club representative Name:	Signature: Date:
Contracted party Name:	Signature: Date:

No photographs may be posted on Social Media without the express permission of the contracted party.

PLEASE NOTIFY THE CLUB OF ANY CHANGE OF CONTACT DETAILS or CIRCUMSTANCES

3. Programme Secretary fills in the details about the club (*shown in red*) e.g. event, venue address and their contact details as in the imaginary situation below. Please excuse the lack of imagination! Please note all the 'boxes' may expand when typing so a lot of information can be included

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Contracted party	Name: Amy Surrey		Email: asurrey@naf.com	
	Mobile: 07000 123456		Landline: n/a	
Contracted Party Address				
Booking Type (please tick):	<input checked="" type="checkbox"/> Judge	<input type="checkbox"/> Demonstrator	<input type="checkbox"/> Speaker	<input type="checkbox"/> Education
Club & Address of venue including postcode	Lovely Surrey Club Community Hall, Park Road, Lovely Surrey, SU4 3EY			
Theme/Title				
Time Meeting/Show	Date: Wednesday 1st May 2025		Hall opening and closing time: 9.00 -5.30pm	
Competition	Start + end Time: 12-4pm		ETA:	
	<input checked="" type="checkbox"/> Yes/ <input type="checkbox"/> No		Title: see attached schedule	
Club Contacts: Names	Type of Show: Annual Club Show		Timing of Judging: 10-11.30am	
Mobile Nos:	1. P Secretary		2. C Chairman	
Email Address	1. 07000 456789		2. 07000 123789	
Fee	1. ps@na.com		2. cc@naf.com	
Travelling Costs			Additional Information: Expected attendance: Seating Capacity: Staging info: Any Additional comments:	
Flower Allowance				
Meals				
Accommodation				
Other				
Total				
Payment Method (please tick) Note please do not give bank details on this form	<input type="checkbox"/> Bank Transfer / Cheque			

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Club representative Name:	Signature: Date:
Contracted party Name:	Signature: Date:

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They save the booking form on their computers so there is a copy.

Now send the form to the 'Contracted party' as an email attachment.

4. The contracted party downloads the booking form received (and saves in their docs) and completes their part (*shown in blue*); the fees and signs it by filling in their name in the bottom section; saves it and returns the form as an email attachment back to the programme secretary.
5. When the fees are satisfactory the Programme Secretary agrees by filling in their name which is the final part, saves the updated version and sends the form back to the contracted party for the final time. The contracted party also saves this final version for future reference.

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Contracted party	Name: Amy Surrey		Email: asurrey@naf.com	
	Mobile: 07000 123456		Landline: n/a	
Contracted Party Address	Sunny Surrey SU2 3NH			
Booking Type (please tick):	<input checked="" type="checkbox"/> Judge	<input type="checkbox"/> Demonstrator	<input type="checkbox"/> Speaker	<input type="checkbox"/> Education
Club & Address of venue Including postcode	Lovely Surrey Club Community Hall, Park Road, Lovely Surrey, SU4 3EY			
Theme/Title	n/a			
Time Meeting/Show	Date: Wednesday 1st May 2025		Hall opening and closing time: 9.00 -5.30pm	
	Start + end Time: 12-4pm		ETA:	
Competition	<input checked="" type="checkbox"/> Yes / <input type="checkbox"/> No		Title: see attached schedule	
	Type of Show: Annual Club Show		Timing of Judging: 10-11.30am	
Club Contacts: Names	1. P Secretary		2. C Chairman	
Mobile Nos:	1. 07000 456789		2. 07000 123789	
Email Address	1. ps@na.com		2. cc@naf.com	
Fee	£35.00		Additional Information: Expected attendance: Seating Capacity: Staging info: Any Additional comments:	
Travelling Costs	10 miles at NAFAS rate £4.50			
Flower Allowance	n/a			
Meals	Lunch please			
Accommodation	Not required			
Other				
Total	£39.50			
Payment Method (please tick) Note please do not give bank details on this form	<input checked="" type="checkbox"/> Bank Transfer / <input checked="" type="checkbox"/> Cheque			

I am aware of the NAFAS code of practice, available on the Surrey NAFAS website signed by

Club representative Name: P Secretary	Signature: P Secretary Date: 10/1/2025
Contracted party Name: Amy Surrey	Signature: Amy Surrey Date: 15/1/2025

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This updated version of the form includes more information, any additional pertinent details can be covered in email messages as usual.

You may, of course, continue to use the postal version if you prefer.