

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

Club

Day and Date

Time Meeting/show

Address of venue

Postcode

Club contact: Name

Mobile number

Email address

Fee

Travelling

Flower allowance

Other

Total

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

Club representative

Contracted party

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

- 3 Programme Secretary fills in the details about the club, event, venue address and their contact details. Such as in the imaginary situation below. Please excuse my lack of imagination!

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Contracted party	Amy Surreyjudge to judge the show
Club	Lovely Surrey club
Day and Date	Wednesday 1 st May 2024
Time Meeting/show	Show opens at 2pm judging to start at 10am
Address of venue	Community Hall, Park Road, Lovely Surrey
Postcode	SU4 3EY
Club contact: Name	Mrs Jenny Helpful
Mobile number	07000 123456
Email address	jennyhelpful@email.com
Fee	
Travelling	
Flower allowance	
Other	
Total	

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Club representative

Contracted party

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They save the booking form on their computer so that there is a copy. Now they send it to the 'Contracted party' as an email attachment.

- 4 The Contracted party completes their part; the fees and signs it by filling in their name in the bottom section saves it and returns the form as an email attachment.

- 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 it back again for the final time. The contracted party also saves this final version for future reference.

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Address of venue	Community Hall, Park Road, Lovely Surrey
Postcode	SU4 3EY
Club contact: Name	Mrs Jenny Helpful
Mobile number	07000 123456
Email address	jennyhelpful@email.com
Fee	£35.00
Travelling	10 miles at NAFAS rate £4.50
Flower allowance	n/a
Other	n/a
Total	£39.50

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Club representative	Jenny Helpful
Contracted party	Amy Surreyjudge

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As you can see the information on the form is minimal, extra pertinent details must be covered in the email messages as usual.

Just as with the paper blue form both parties need to sign the booking form.

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