**Senior Manager Extra Request Form**

All fields are mandatory. Please provide all the information required. Otherwise the request may be rejected.

**Course details**

Course required

No. of staff that require training (minimum of 10)

Full names of staff that require training

**Contact details**

Authorising Senior Manager's Name

Manager's email address

Contact Name (Responsible for local admin.)

Contact's email address

**Location**

Venue name

Venue address

**Room setup**

What equipment do you already have?

Projector

Screen/suitable wall

Speakers

Laptop

Printing

Refreshments

Wifi

**Training details**

Reason(s) for requests

Desired date range from and to (dd/mm/yyyy – dd/mm/yyyy)

**Costs**

Cost for trainer

600 Full Day

350 Half Day

Room hire (including refreshments) £

Have you checked the cancellation policy of the venue?

Yes

No

Hotel cost £

Estimated travel costs of delegates £

Estimated travel costs of trainer £

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ESTIMATED TOTAL £

Cost per person £

**END**