

Learning & Development Booking Form

All requests for events must be detailed on this booking form and returned to the L&D Team by:
e-mail at info@staffdev.sacro.org.uk, post to Sacro L&D, 2nd Floor, 109 Hope Street, Glasgow, G2 6LL or fax on 0141 847 0736.

Once submitted you will be sent a confirmation detailing joining instructions on which you have been allocated a space. **Booking forms are a request and do not automatically guarantee a place, therefore, please do not attend any opportunity for which you have not received confirmation.**

Event venues and dates may occasionally have to change – we ask that you carefully verify these in your calendar upon receipt of confirmation.

Name:		Service Type:		Designation:	
Telephone:		Email address:		Line Manager:	
Address of organisation for invoice					
Learning and Development Opportunity	Venue	Date(s) in order of preference	Time Allocated by Service	Special requirements (Including Dietary)	
Learning Pack Requests <i>(multiple names may be listed on one form for Learning Packs only (please use venue column in the above). Please ensure you also provide names of line managers for each person listed as well as the additional information requested below):</i>					
Preferred Media Format - DVD or Video (Personal Safety only):					
Address to be mailed to:					

Line Manager Signature:

Date:

Employee Signature:

Date: