# **Marketing Workshop for School Business Professionals**

# **Booking Form**

Please complete this form and send it to the ISBL Training team.

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| **Your details** |
| Contact name  | Click or tap here to enter text. |
| Contact phone number | Click or tap here to enter text. |
| Contact email address | Click or tap here to enter text. |

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| **Workshop option** | **Tick if Yes** |
| **Option 1: Individual school / trust £779 +VAT*** Min 1, max 5 delegates
* Venue and refreshments (Including lunch) to be provided by the school / trust
 |[ ]
| **Option 2: Local network group or group of schools (i.e. Multi Academy Trust) £979 +VAT*** Min 5, max 20 delegates
* Venue and refreshments (Including lunch) to be provided by local network group / MAT
* Opportunity for you to generate income for your school by charging delegates an attendance fee of your choosing.
 |[ ]
| **Do you want to include the optional Crisis communication and media management session?** |[ ]

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| **Delivery Method** | **Tick one** |
| Face to face: One day |[ ]
| Online: One day |[ ]
| Online: Two ½ days |[ ]

We will work with you and our trainers to deliver the training on a date(s) that work for your school/group.

| **Suggested training dates** |
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| Please give several dates that the training could be delivered on. | Click or tap here to enter text. |

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| **Venue details (if delivered face-to-face)** |
| School/venue name | Click or tap here to enter text. |
| School/venue address | Click or tap here to enter text. |
| Venue requirements * Projector and screen or TV screen
* Room must comfortably host delegates in cabaret layout
* Flip chart and pens
* Provision of refreshments and lunch for delegates and the ISBL Trainer
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| **Covid-19:** Once the workshop is booked, you will need to share your risk assessment for this event. |

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| **Online delivery platform details (if delivered online)** |
| Use ISBLs webinar platform (WebEx) |[ ]
| Use our school/groups online platform (e.g. MS Teams) |[ ]
| Please give details of your online platform | Click or tap here to enter text. |

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| **Delegate information** |
| No. of delegates expected to attend | Click or tap here to enter text. |
| Please give any detail about: * The delegates expected to attend, e.g. what school types they are from
* Local context that would be helpful to understand, e.g. falling birth rate, competiton from other schools
* Challenges you are facing or opportunities you want to explore.
 | Click or tap here to enter text. |

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| **Invoice details** |  |
| School name and address | Click or tap here to enter text. |
| Purchase order number | Click or tap here to enter text. |
| Finance team email address | Click or tap here to enter text. |

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| **Please return this form to** **training@isbl.org.uk** |
| **Next steps**When we receive your booking form, we will confirm receipt. We will then work with you to confirm the dates for a trainer to deliver the marketing workshop to your school/group. |