A green and white logo

Description automatically generated**Leicestershire & Rutland Federation**

**How to book a Federation Event**

**How do I book an event?**

There are two ways to book your ticket at an event, as an individual or through your WI.

1. **Book as an individual Member**

Complete the Event Booking Form, available on the [Federation website](https://leicestershire-and-rutland.thewi.org.uk/federation-events).

Once your Booking Form is completed, email it to WI House at [WIhouse@lrfwi.org](mailto:WIhouse@lrfwi.org).

Alternatively, you can print it and post it to WI House, 135 Loughborough Road, Leicester, LE4 5LQ.

You can also ring WI House on 0116 266 1342 Option 1 and make your booking on the phone.

1. **Book through your WI**

Tell your WI Secretary which Event you would like booked.

Provide your name, contact number and email address (if you have one).

Confirm any accessibility, dietary or any other appropriate matters.

Your WI Secretary will email your request to WI House at [WIhouse@lrfwi.org](mailto:WIhouse@lrfwi.org)

**What happens after my Booking Form is received at WI House?**

Once your WI Booking Form is received at WI House, you will receive an email from the Administration Assistant. Either your WI Booking is confirmed or the Event is oversubscribed. Your email will give further details including payment details which should only be made after this confirmation email.

**What if I Need to Cancel my Booking?**

Please ring WI House on 0116 266 1342 Option 1 ASAP. Refunds may be given though this will depend on the specific circumstances and the nature of the event.