

**Please complete the table below with as much detail as possible. This will help us monitor and improve our service.**

**Full reports are required by the Advisers of Montgomery Trust Lectures**

**CONTACT NAME:**

**Title:**

**First name:**

**Last name:**

QUESTIONS	RESPONSES/COMMENTS
Title of Lecture given?	
Nature of meeting/event? i.e (school/church/university...)	
Number of people in attendance	
Age range of people in attendance	
Did the number of attendees meet your expectations? If not please explain why?	
Please give details on the suitability of the venue eg. was it fit for purpose, did it have suitable IT arrangements, seating, temperature etc	
Did you have a positive experience dealing with the host? Please give comments/reasons in your answer	
What was your overall opinion of how your lecture was received	
Would you be happy to lecture for this host again? If not, why not? Please give details	

**Please return this completed form with your completed expense form to trigger your payment.**