

The Photographic Alliance of Great Britain Recorded Lecture Service Booking Procedure

The Recorded Lecture Service (RLS) gives clubs, at minimal cost, the opportunity of hearing lecturers who may be unable to visit them because of time and distance.

The Hire Fee, which is subject to alteration, is £15 per Lecture. In addition, the hiring club/society is responsible for the cost of posting or delivering to the next club/society or return to the RLS secretary. Normally first class letter post is used and the lecture should be sent on the day after the showing.

The club/society will require a digital projector and laptop for a lecture on CD. Lectures will be posted to arrive a few days before the booked date so that clubs/societies can check the lecture.

No help can be extended or refund of fee given to a club/society that reports at the last minute that a lecture has failed to arrive. However the RLS secretary will attempt to provide effective assistance to any club/society that reports non-receipt by telephone one week before the due date.

Most clubs/societies find that each lecture forms the basis of a full evening. Many of the shorter lectures can be replayed to prompt useful discussion amongst members.

Two or three copies of most lectures are available. Requests can often therefore be met at short notice. Contact the RLS secretary for details.

Booking procedure

1. Whilst telephone enquiries may be made, please be considerate and do appreciate that the RLS secretary has other tasks and responsibilities. If writing, to minimise time and postal costs, please state either alternative dates or an alternative choice of lecture. Initial email enquiries are encouraged, but booking cannot be confirmed without a booking form.
2. All bookings must be made to the RLS secretary using the booking form in the PAGB Handbook or downloaded from the PAGB website.
3. Recorded lectures are only available to PAGB Affiliated Clubs/Societies. That information must be included on the form and may be checked.
4. With the form, enclose the Hire Fee as Cheque/P.O., crossed and made payable to the PAGB, and one small stamped addressed envelope, and one self adhesive label with the address for delivery of the package.
5. Please be sure to use postcodes on all correspondence and parcels. This and the provision of SAE's and labels with the booking form all help the RLS secretary and make the service an efficient success.

New Lectures

Recorded Lectures are always needed. Could you help? If so, then please contact the RLS secretary for advice:

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If approved, the PAGB will pay production costs.