New Members Ceremony

Booking instructions

As a new member we recommend that you manage the booking for you and your 4 guests. You will need your RCP code or email address associated with your primary RCP account to proceed with your booking. To book please follow these steps:

1. Click the ‘Book now’ button and Log in using your RCP code or email address registered with your account

2. You will then see the screen below with your name. Click ‘Next’
3. On the next screen you will need to **select who is attending the reception** with you:
   i) How many guests are attending the reception. **Please note you can have a total of 4 guests which includes any children aged 1-12 years old.**
   ii) If any of your guest require a creche booking (Aged 6 months - 8 years)

4. When you have selected the relevant boxes click **'Click here to GET RATES and calculate total'** Then click **'Next'**

   ![Image](image_url)

   **Amy Roche**
   
   **Prices**
   
   £0.00 (New member - attending ceremony + reception)
   
   **Select options**
   
   - [ ] Select all
   - [ ] Ceremony and reception - child (age 1-12) £0.00
   - [ ] Ceremony and reception - 1 adult guest - £25.00
   - [ ] Ceremony and reception - 2 adult guests - £50.00
   - [ ] Ceremony and reception - 3 adult guests - £75.00
   - [ ] Ceremony and reception - 4 adult guests - £100.00
   - [ ] Creche place (6 months - 8 years) - 1 child - £25.00
   - [ ] Creche place (6 months - 8 years) - 2 children - £50.00

   **Total: £75.00**

   ![Next button]

   ![Back button]

5. On the next screen you will need to list any dietary restrictions for you and your guests and access requirements.

6. It is essential that you **complete the 'Delegate details'** as this information will be used to introduce you at the ceremony.
   a) The pronunciation of your name and how you wish to be introduced.
   b) The name of your first guest (if applicable)
   c) The name of your second guest (if applicable)
   d) The name of your third guest (if applicable)
   e) The name of your fourth guest (if applicable)
   f) Guest dietary requirements (if applicable)
   g) Creche details i.e child name and age (if applicable)
7. Once you have completed this screen please click ‘Next’.

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**Dietary restrictions:**

- Gluten free
- Halal
- No beef
- No pork
- None
- Vegan
- Vegetarian

**Allergy information:** (optional)

If you have any food allergies please let us know. We cannot guarantee that any of our products are safe to consume for people with specific allergies.

- Allergic to shellfish

**Access requirements:** (optional)

Please let us know if you have any special requirements eg do you require wheelchair access?

- N/A

**Delegate details**

Please advise the phonetic pronunciation of your name (eg David Baranowski - David Ba-ra-nof-ski)

- Amy Ro-che

If you have chosen to bring a guest, please enter their name here

- Mrs Julie Smith

If you have chosen to bring a second guest, please enter their name here

- Mr Bob Smith

If you have chosen to bring a third guest, please enter their name here

- Ms Abbie Smith

If you have chosen to bring a fourth guest, please enter their name here

- Mr Jacob Smith

Please provide any dietary requirements for each of your guests. Unfortunately any on the day requests will not be able to be accommodated.

- Julie - None, Bob - Vegetarian, Abt

If you have booked a creche place please tell us your child’s name and age

- Abbie - 2 years old
8. On the next screen you will need to check the terms and condition. Please tick to confirm and then click ‘Next’

9. Finally, if you are being accompanied by any guests to the reception, you will be directed to the PayPal payment page

You will receive an emailing confirming your booking.

If you have any questions, please do not hesitate to get in touch by emailing ceremonies.queries@rcp.ac.uk