

SPECIFICATION WRITING FOR REAL LIFE

DATE: **Tuesday 14th & Wednesday 15th September 2010 - 2 DAYS**

VENUE: **Wessex Conference Centre, Sparsholt College
Winchester SO21 2NF**

Event: MSo 72

A two-day, intensive practical specification writing course.

A well-written specification is the only way that a garden designer can ensure that the design will be translated into reality in the correct way; using the right materials in the desired way with the required finish. Without a good specification the project is likely to run into problems. Clear specifications are the only way to ensure that the garden we have designed (and which has inspired our client) is implemented as we envisage.

A specification needs to be 'fit for purpose' and should act as a vital assistance to the contractor when he is quoting for the work and again during the build. The specification gives client, contractor and designer confidence that the works are properly understood and will minimise the opportunity for misunderstanding.

This course will help you to write appropriate and accurate specifications suitable for real life.

Richard Sneesby M.A. is the course Leader of BA (Hons) Garden Design at University College Falmouth, has led courses at the English Garden School and has written widely on a range of subjects to do with the design and making of gardens. He will lead this two-day, intensive, practical course by the end of which you should be able to confidently write the necessary specifications for your projects with clarity and understanding.

Also please note that a preparatory brief will be sent to all delegates two weeks before the event on which the workshop will be based. **Some work will be required on this** but it will mean that the workshop is even more valuable. Attendance is required on both days.

Timetable: Each day will start at 9:30 am & close at 4:30 pm

Items to bring Writing materials, packed lunch.

Included in the price: Two days' tuition. A preparatory brief sent to delegates 2 weeks in advance. Lunch can be purchased from the café on site.

Cost	Bookings received	ON or BEFORE Fri 6 th Aug '10			AFTER Fri 6 th Aug '10		
		Fee	Vat 17.5%	Total	Fee	Vat 17.5%	Total
	SGD Members	£119.15	£20.85	£140.00	£144.68	£25.32	£170.00
	NON Members	£161.70	£28.30	£190.00	£187.23	£32.77	£220.00
	Friend of the Society	£136.17	£23.83	£160.00	£161.70	£28.30	£190.00
	SGD Student Members	£ 93.62	£16.38	£110.00	£119.15	£20.85	£140.00

VAT Reg: 700 7292 64

Please note: No refund will be given for cancellations. Full refunds will be given should the event have to be cancelled for any reason. No tickets are sent out for this event.

LAST DATE FOR BOOKING: 3rd September 2010