

Dates, Location, Venue Property:

Preferred Meeting Dates: Second Choice Meeting Dates:

Location of Meeting (City or Town): Type of Venue, e.g. Hotel or Convention Hall:

Meeting Space Requirements:

General Session/Which Days: Breakout Rooms/Which Days:

How many Breakout Rooms: How many people to a Breakout Room:

Special Functions:

Is there an Arrival Dinner? Is there a Banquet Event? Brand Fair?

Any special activities?

Audio Visual Requirements:

List AV and Staging equipment needed each meeting Room. Specify where and when:

Is there any other special technical equipment being used at the meeting?

Food and Beverage:

Indicate all Food and Beverage Functions and where they should be.

Breakfast AM Break Lunch

PM Break Dinner Receptions

Breakout Rooms Special Functions

Attendees:

How many Attendees will be coming? Confirm the Attendees will need sleeping rooms: Check In/Check out Date:

Any VIP special attention needed? Any special needs?

Decor:

Indicate when you want any décor and what kind and in which room?

Centerpieces for Meal Rooms tables? Arrival Dinner Theme? Are there any off site events?

Guest Speakers/Entertainment:

Specify when Speaker will be presenting.

Specify of Entertainment is to be a Headliner or local talent and when they will be performing.

Ground Transportation:

Is ground transportation required to and from the airport for all Attendees?

Save

Send