

# EVENT:

**Date/Time:**

\_\_\_\_\_

**Location:**

\_\_\_\_\_

\_\_\_\_\_

**Type/Purpose:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**# attending:** \_\_\_\_\_

**Primary Contact:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

**Secondary Contact:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_

Food/Beverage: Y // N

Breakfast \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_

Other \_\_\_\_\_

Provided by: Facility // Outside Vendor

Transportation: Y // N

Type: \_\_\_\_\_

Security: Facility // Contracted

**Facility Layout:**

Conference // seats \_\_\_\_\_

Boardroom // seats \_\_\_\_\_

Social // seats \_\_\_\_\_

Banquet // seats \_\_\_\_\_

Other // seats \_\_\_\_\_

**Audio / Visual:**

Projection: \_\_\_\_\_

Microphone: \_\_\_\_\_

Television: \_\_\_\_\_

Conference phone: \_\_\_\_\_

Computer: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Guest Accommodations:**

Facility: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Web: \_\_\_\_\_

\_\_\_\_\_

Group code: \_\_\_\_\_

\_\_\_\_\_

Rate: \$ \_\_\_\_\_

Comps/Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Budget: \$\$\$\$\$\$\$\$\$\$**

Facility \$ \_\_\_\_\_

F/B \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

Supplies \$ \_\_\_\_\_

Speakers \$ \_\_\_\_\_

Vendors \$ \_\_\_\_\_

Rentals \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Other \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

## Marketing:

Direct mail piece

Email

Personal invite

Online website

Social

3rd party app

Hashtags: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

T: @ \_\_\_\_\_

F: \_\_\_\_\_

I: @ \_\_\_\_\_

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## SUPPLIES

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## Important Dates:

## Extra specials:



\_\_\_/\_\_\_/\_\_\_

## Back-up Plan:

## Notes: