

EVENT:

Date/Time:

1

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

2

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 \$ _____

4

Marketing:

Direct mail piece

Email **5**

Personal invite

Online website

Social

3rd party app

Hashtags: _____

T: @ _____

F: _____

I: @ _____

Important Dates:

7

Extra specials:

8

SUPPLIES

6



___/___/___

Back-up Plan:

9

Notes:

10