



Step-By-Step Event Booking Guide

Venue

- Have you confirmed a date(s) for this event?
Date _____
- Have you confirmed what time the event will commence and conclude?
Start Time _____ Finish Time _____
- Have you confirmed what time you will need access to the venue (for exhibitor/band set up etc)?
Access From _____
- Have you confirmed what time you will require the venue until (for exhibitor pack down etc)?
Access Until _____
- Have you confirmed whether you will need any additional rooms for breakouts? Yes / No
- Have you confirmed how many guests will be attending?
- Have you confirmed how you would like the room to be set up?
 - Theatre style
 - Cabaret style
 - Banquet style
 - Classroom style
 - Hollow square
 - U shape
 - Cocktail style
 - Registration table
 - Presenter's table
 - Panel table
 - Staging
 - Dancefloor
- Have you confirmed whether pads and pens will be required?

Food & Beverage

- Have you confirmed what food and beverage will be required?
 - Breakfast
 - Arrival Refreshments
 - Morning Tea
 - Working Lunch
 - Fork Buffet Lunch
 - Afternoon Tea
 - Sundowner
 - Cocktail Canapés
 - Dinner
 - Beverage Package
 - Beverages on Consumption (to a limit of _____)
- Do any guests have special dietary requirements?

Audio Visual

- Have you confirmed what audio visual equipment you will require?
 - Lectern & microphone
 - Lapel microphone
 - Handheld / roving microphone
 - Data projector & screen
 - Laptop
 - Laser Pointer
 - DVD Player
 - VHS Player
 - CD Player

- Flipchart
- Whiteboard
- Electronic Whiteboard
- Visualiser
- Overhead Projector
- Slide Projector
- Internet access

Billing & Payment

- Is a deposit required?
- When is final payment due?
- How will final payment be made?
- Who is authorised to make any changes to the event which may involve additional charges?

Miscellaneous

- Is there parking available for delegates and what is the cost?
- Can parking be reserved for VIP guests and what is the cost?