Conference Venue Quote Request

VENUE		
VENUE REQUIREMENTS		
ROOM NAME SIZE SEATING	_____# attendees; _____# facilitators/coaches Format	
DATE & TIME		
EQUIPMENT & SUPPLIES	► Electronic White Board & plenty of paper (extra rolls & pens) ► Data Show Projector ► TV – Video Player ► Over Head Projector & Screen ► Photocopier Access – ability to copy transparencies	► Flip Charts ► Fax machine ► Paper & Pens ► Flip Charts ► Lecturn & Mic
REFRESHMENTS LOCATION BREAKFAST MORNING & AFTERNOON TEA LUNCH DINNER & SPECIAL DIET REQUESTS	► Served/Buffet – menu fixed or options ► Tea, Coffee, Fruit Juice, Sweet biscuits, Cakes, Cheese platter, Fruit ► Tea, Coffee, Fruit Juice, Open Sandwiches, Soup, Fruit ► Menu choices	
CONTACT PERSON(S) TITLE	**1.**	**2.**
PHONE & FAX		
EMAIL ADDRESS		
CONFIRMATION BY:		
OTHER INFORMATION PARKING DEPOSIT CANCELLATION POLICY		
TOTAL COST & BREAKDOWN		