

- Room Hireage _____
- Room layout or seating style _____
- Does your event need natural light _____
- Is there air conditioning _____
- Access times for room set _____
- Signage _____
- Stationery _____
- Branded Merchandise _____
- Location of your event - access to Central City etc _____
- Do you need breakout rooms _____
- Is any additional equipment required (Flipcharts etc) _____
- Parking availability _____
- Is a rehearsal required _____
- Additional equipment required _____
- Invitations _____
- Location map _____
- Name tags or badges _____
- Conference handouts - collated and printed _____
- Place cards for head tables _____
- Menus _____
- Sound system _____
- Memory stick access _____
- Morning and afternoon tea _____
- Special dietary requirements _____
- Time allocation _____
- Refreshments on arrival and with lunch _____
- Accommodation requirements _____
- Table centre pieces required _____
- Security _____
- Cancellation Policy _____
- Entertainment requirements (music etc) _____