

CONFERENCE PLANNING

EVENT NAME _____ **DATE** _____

MAIN BALLROOM _____ **TERRACE** _____ **FOUNTAIN** _____
TERRACE EXEC ROOM _____ **FOUNTAIN EXEC ROOM** _____ **BOTH** _____

SETUP TIME _____ **START TIME** _____ **END TIME** _____

SETUP STYLE:

Classroom w/ banquet rounds _____ How many chairs at each table _____

Classroom w/ rented training tables _____
Date rented _____ Delivery Date _____ Pickup Date _____ Cost per to client _____

Classroom in Exec rooms _____ How many _____
Room maximum is 30

Theater style _____ How many chairs _____
Executive room maximum is 50

A/V NEEDS FOR BALLROOM:

Stage _____ Size _____ Placement _____
Each section is 8' wide and 6' deep

Podium # _____

Podium Microphone # _____ Lavalier Mic # _____ Wireless Mic # _____

VCR for VHS playback from sound booth _____

Powerpoint Presentation playback from soundbooth _____ or stage _____
they must provide their own laptop

Overhead projection _____
requires special machine rental

Other special needs _____

A/V NEEDS FOR EXEC ROOM:

Podium # _____ Overhead projector # _____

Rolling White board # _____ Flipchart # _____

Easel # _____

Powerpoint presentation w/ computer TV _____
we do not provide laptop w/ this

VCR for VHS playback or DVD playback _____

FOOD NEEDS:

	COUNT	SERVING TIME
Breakfast	_____	_____
AM Break	_____	_____
Lunch	_____	_____
PM Break	_____	_____
Apps Only	_____	_____
Dinner	_____	_____
Dessert	_____	_____
Bar	_____	_____

Selections: entrée or breakfast item _____

Garden salad or Ceasar \$1 addl Veg _____

Potato _____ Dessert _____

Apps or Break
Items _____

BEVERAGE NEEDS:

Bottled Water	_____	_____
Asst Soda	_____	_____
Sobe	_____	_____
Perrier	_____	_____
Coffee	_____	_____
Pitcher Water	_____	_____

ANY SPECIAL PROGRAM

NOTES: _____

DOWNTIME CHARGE _____

\$60 per 100 guests per hour