**CORPORATE EVENT SERVICES**

**REQUEST A QUOTE**

Interested in our services?

Please tell us about your event so that we can provide you with one of the best services in that area:

Company/Organization \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary Contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ] Event Coordinator       [ ] Exhibitor      [ ] Meeting Planner       [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Web Site \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Type (Check All That Apply):
[ ] Conference  [ ] Trade Show [ ] Convention  [ ] Seminar [ ] Opening House
[ ] Reception [ ] Marketing Promotion [ ] Corporate Party [ ] Workshop
[ ] Computer Based Training [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Estimate Attendees: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Low Estimate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of: Presenters: \_\_\_\_\_\_\_\_\_\_\_ Exhibitors: \_\_\_\_\_\_\_\_\_\_\_ Special Guests: \_\_\_\_\_\_\_\_\_\_\_

Venue Preferences:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: 1st Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Choice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 [ ] Convention Center [ ] Hotel: Room Nights: \_\_\_\_\_\_ [ ] Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Session (s) Attendance \_\_\_\_\_\_\_\_\_\_\_\_ Breakout Session(s) Attendance \_\_\_\_\_\_\_\_\_\_\_\_

Internet Café: Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment Needs: (Please indicate quantity needed)

\_\_\_\_\_ Projectors \_\_\_\_\_ Screens \_\_\_\_\_ Podiums \_\_\_\_\_ Signage Easels \_\_\_\_\_ Flip Charts \_\_\_\_\_

White Boards \_\_\_\_\_ Plasma Flat Screens \_\_\_\_\_ Video Cameras \_\_\_\_\_ Computers \_\_\_\_\_

Printers’ \_\_\_\_\_ Copiers \_\_\_\_\_ Computer Kiosks \_\_\_\_\_ Speakers/Amps \_\_\_\_\_ Lighting \_\_\_\_\_

Mics \_\_\_\_\_\_Wired \_\_\_\_\_ Mics \_\_\_\_\_ Wireless Stage/Platform \_\_\_\_\_ Dance floor \_\_\_\_\_

Production package \_\_\_\_\_

Food & Beverage Needs: (Please Indicate Number of Days / Attendees)

Breakfast: Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Morning Break: Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lunch: Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Afternoon Break: Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. of Attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dinner: Days \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. of Attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reception: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. of Attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Banquet: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_No. of Attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cocktail Reception: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of Attendees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget: [ ] $100k - $250k [ ] $50k - $100k      [ ] $25k - $50k      [ ] $10k - $25k     [ ] $3k - $10k