

Request A Conference Quotation

Event Name: _____

Title:		First Name:		Surname:	
Position:					
Company:					
Address:					
City:		State:		Postcode:	
				Country:	
Phone:		Fax:		Mobile:	
Email:					

Event Details:

Preferred Location(s) (eg Sydney, New Zealand, Gold Coast, Hunter Valley): _____

Have you contacted any other venues regarding this event (provide details): _____

Are there any venues you would particularly like us to contact (provide details): _____

Are there any venues you would like us not to contact (provide details): _____

Venues previously used (if known): _____

Are conference dates known (provide details): _____

Number of delegates attending (if known): _____

Conference Room Setup:	<input type="checkbox"/>	Theatre style	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	U-shape
	<input type="checkbox"/>	Boardroom	<input type="checkbox"/>	Hollow square	<input type="checkbox"/>	Cabaret / banquet
	<input type="checkbox"/>	Additional information (provide details): _____				

Number of conference rooms required:							
Conference start / finish times (if known):							
Start time:					Finish time:		
Audio Visual Equipment Required:	<input type="checkbox"/>	Data Projector	<input type="checkbox"/>	Screen	<input type="checkbox"/>	Lectern	
	<input type="checkbox"/>	Microphone	<input type="checkbox"/>	Flip Chart	<input type="checkbox"/>	Whiteboard	
	<input type="checkbox"/>	TV/Video/DVD	<input type="checkbox"/>	Additional information (provide details):			

Food and Beverage Requirements:	<input type="checkbox"/>	Breakfast	<input type="checkbox"/>	Arrival Tea/Coffee	<input type="checkbox"/>	Morning Tea
	<input type="checkbox"/>	Lunch	<input type="checkbox"/>	Afternoon Tea/Coffee	<input type="checkbox"/>	Dinner
	<input type="checkbox"/>	Additional information (provide details):				

Accommodation Requirements:

Arrival date:				Departure date:				
Number of delegates requiring accommodation:								
Preferred room types:	<input type="checkbox"/>	Single	<input type="checkbox"/>	Twin Share	<input type="checkbox"/>	Triple Share	<input type="checkbox"/>	Quad Share

Other Requirements:

Will you incorporate group leisure / activities / team building (provide details):							
Do you require registration services (provide details):							

Any other relevant information:							