

Event Brief Form

Date:	Arrival Date:	Departure Date:
Type of event: e.g. Conference, Board Meeting, Team Building, Awards night, Birthday Party		
Where: (Indicate where, or how far from your location)		
Venue Rating: (i.e. 4 Star, 5 Star):		
How many people:		
Conference Room Set Up (i.e. Classroom, Cabaret, U-Shape)		
Breakout rooms required (& numbers of delegates in each)		
Catering: (i.e. full day delegate package, half day delegate package)		
Dinners: # of people	At the same venue:	
	Offsite:	
Audio Visual required:		
Accommodation – Approx. how many:	Single Rooms	
	Double Rooms (couples)	
	Twin Rooms (shared)	
Team Building event(s) required:		
Do you have a Budget? If so, what is it please?		
Preferred or desired venues:		
Have you approached any other Venue(s) directly? If so, who?		
Any other relevant information:		

Email to: aj@conferencevenues.com.au