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| --- | --- |
| **Event Name** |   |
| **Date(s)** |   |
| ***Venue / Building Name*** |   | ***Room:*** |
| ***Organiser Name*** |   |
| **' *Telephone*** |   |
| ***Conference? Y/N*** |  |
| ***Numbers Attending*** |   |
| ***Event Timings*** | **00.00** | **Event Start** | **00.00** | **Event End** |
| ***Catering******&******Refreshments*** | **00.00** | **Arrival Refreshments:**  |
| **00.00** | **Mid-Morning Refreshments:**  |
| **00.00** | **Lunch:** |
| **00.00** | **Afternoon Refreshments:**  |
| **PM** | **Requirements:** |
|     |
| **Special Diet/s** |     |
| **Other Information** |   |
| **Set up Information** |   |
| CHARGE CODE |   |
|  |  |  |  |  |  |