|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 |  | | | | |
|  |  |  |  |  |  |