



SPECIAL EVENTS BRIEFING APPLICATION

PART ONE | COMPANY INFO

PLEASE ALSO ATTACH MARKETING COLLATERAL, COMPANY LOGO, BRAND OBJECTIVE TO APPLY TO THE OVERALL EVENT THEME .

COMPANY NAME			
CONTACT NAME		CONTACT NUMBER	
EMAIL ADDRESS		DATE OF EVENT	
YOUR COMPANY'S PRODUCTS & SERVICES			
TARGET MARKET, DEMOGRAPHIC/ CUSTOMER PROFILE			

PART TWO | EVENT INFO

PLEASE PROVIDE INFORMATION REGARDING THE EVENT

EVENT NAME		VENUE ROOM	
VENUE		NUMBER OF GUESTS	
VENUE CONTACT		VENUE CONTACT NO.	
BUMP IN TIME		BUMP OUT TIME	
FUNCTION START TIME		FUNCTION FINISH TIME	
BUDGET (APPROX)		BUMP OUT COMPLETION TIME	



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PART THREE | STYLING INFO

PLEASE PROVIDE AS MUCH INFORMATION AS POSSIBLE ALLOWING US TO DESIGN THE EVENT TO MATCH YOUR BRIEF.

<p>EVENT TYPE (eg Cocktail Party, Christmas Party, Product Launch, Gala Dinner)</p>	
<p>EVENT HISTORY (What have you done in previous years?)</p>	
<p>WHAT IS YOUR THEME?</p>	
<p>HAVE YOU DONE THE EVENT BEFORE? (IF YES WHAT HAS BEEN THE THEME FOR THE LAST 3 YEARS?)</p>	
<p>WHAT IS THE OVERALL FEEL OF THE EVENT? (EG VINTAGE, FUNKY YET CHIC, ELEGANT, BLACK & WHITE)</p>	
<p>WHAT DECOR (FURNITURE, LIGHTING, CENTREPIECES, DRAPING ETC) ARE REQUIRED?</p>	
<p>WHAT DECOR (FURNITURE, LIGHTING, CENTREPIECES, DRAPING ETC) WOULD YOU BE INTERESTED IN?</p>	
<p>ARE THERE ANY 3RD PARTY SUPPLIERS YOU ARE CURRENTLY USING? eg. staging, AV etc</p>	

*PLEASE ATTACH FLOOR PLAN AND INDICATIVE OR INSPIRATIONAL IMAGERY, MARKETING COLLATERAL WHERE AVAILABLE