

# CHECKLIST

This check list aims to help you to prepare for your event at our hotel and to enable the event to run smoothly for you and your seminar participants.

## 1. Planning:

Date.....	Contact.....
Organizer.....	Telephone/fax.....
Event.....	Programme.....
Participants.....	Transportation.....

## 2. Room requirements:

From/to.....	
Room.....	Number of persons.....
Clubroom.....	Number of persons.....

## Desired hall arrangement:

<input type="checkbox"/> U-shaped seats outside	<input type="checkbox"/> Theatre style	<input type="checkbox"/> Boardroom style	<input type="checkbox"/> Classroom
<input type="checkbox"/> U-shaped seats inside/outside	<input type="checkbox"/> U-shaped (w/o tables)	<input type="checkbox"/> Cabaret style	

## 3. Hotel accomodation:

Number of single rooms required .....

Number of double rooms required .....

The rooms will be reserved individually ..... together .....

The bill will be settled - by the company: .....

- directly with the participants: .....

## 4. Technical organization, resources:

List of participants	Colour TV	Room signage
DVD player	Signpost	CD player
Writing materials for participants	Flip chart	Microphone
Copies	Lectern	Flower arrangements
Podium	Overhead projector	Screen
Pin boards	Speakers	Various adapters (VGA connection)