

At AVA we are looking forward to working with you and ensuring the success of your event or conference.

We're looking for as much information as you can provide we want to ensure the best quote and the best preparation possible.

Can we ask you to complete the following and return as soon as you can and then we'll get working on the quote and the plan.

Organiser	Your Name	
	Organisation	
	Contact number	
	Email	
Type of Event	What type of event are you planning a Meeting, Conference, Launch or something else?	
	Will you need Video Recording?	
	Will you need Audio Recording?	
	Will you require Webstreaming?	
Where	Venue Name	
	Venue Address	
	Number of Rooms	
	Contact name	
	Tel number	
	What will your stage look like will there be lecterns? chairs? backdrop? Screens?	
Room Layout: Theatre/ Classroom/ Banquet see below.	<p>The diagram illustrates six different room layouts for an event:</p> <ul style="list-style-type: none"> Theatre: A stage with a lectern and a large audience area of rows of seats. Boardroom: A rectangular table with chairs around it, and a stage with a lectern. Classroom: A stage with a lectern and rows of desks with chairs. U-Shape: A U-shaped table with chairs around it, and a stage with a lectern. Workshop: Small tables with chairs, and a stage with a lectern. Banquet: Round tables with chairs around them, and a stage with a lectern. 	

Times	Do you have the Running order. This is really important and will help us to plan and prepare for a seamless well managed event	
	Dates for the event	
	When do you plan to start each day?	
	When do you plan to finish each day?	
	Ideally we need access to set up the room ...have you booked the room for the day prior to allow set up?	
	As above have you arranged with the venue an appropriate time to facilitate the 'derig' of the room?	
	Are you planning to change the room setup during the event?	
Presenters	Number of Presenters and how many will be on stage at the same time?	
	Will you have any Remote Presenters?	
Audience	Number of Attendees	
	Remote Attendees	
Budget	We want to offer you the best package, let us know your budget and we'll ensure the best value for you	
Some more detail...	Do you require the stage to be set up and would you like a backdrop for the stage?	
	Do you require equipment delivered to your venue? Yes/No	
	Do you require a technician to set-up the equipment? Yes/No	
	Do you require an on-site technician to support your event? Yes/No	
Anything we might have missed?	If you have any queries or questions please let us know.	