



Your Request – Event Details

Contact Information

Name -----

Company -----

Email -----

Adress -----

Phone Number -----

1. General Information

Type of Event -----

Event Date -----

Time ----- (If available, please attach the schedule/agenda.)

Number of Participants -----

2. Seating Style

Please tick the appropriate option

Theatre (Rows)

Classroom (Parliamentary)

U-Shape

Boardroom / Square

Gala / Banquet

Standing Reception

Custom -----



3. Technical Equipment

Please indicate quantity

Screen	-----
Projector	-----
Microphone	-----
Laptop	-----
Audio Cable for Video	-----
Hybrid Technology	-----
Lectern	-----
Podium / Stage	-----
Number of Panel Guests	-----
Head Table(s)	-----
Pinboard	-----
Flipchart	-----
Registration Table	-----
Other	-----

4. Catering

Please tick the appropriate option

Conference package incl. 2 coffee breaks and lunch

Morning coffee break

Afternoon coffee break

Lunch

Finger food / Snacks

Beverage package – cold drinks

Beverage package – cold & hot drinks

Beverage package – cold drinks incl. wine and beer



SAALHAUS GmbH

5. Message / Additional Requests

How did you hear about us?

Internet

Social Media

Recommendation

Flyer

Other _____

Thank you for your request!