

Checklist for your meeting

Company: _____
 Address: _____
 Contact: _____
 Phone: _____
 Fax: _____
 E-Mail: _____

General information:

Meeting start	_____	_____
	day	time
Meeting end	_____	_____
	day	time

Participants: _____

Technical equipment:

- Beamer
- CD-Player / DVD Player
- Flipchart with pins and paper
- Microphone with acoustic irradiation arrangement
- Laser-Pointer
- Canvas
- Presenter's suitcase
- Notebook
- Pinboard with pins and paper
- Notepad A5 with pen
- TV
- Overhead projector
- Speaker's writing desk
- Video camera

Provision of seating:

- Block
- Parliamentary
- Theater
- U-Form
- U-Form inside and outside with chairs

Miscellaneous:

Which catering do you prefer during your conference?

- Conference package (bookable for 10 and more persons)
or
- Individual building blocks

What process do you want?

- Welcome coffee Time? _____
- Morning break Time? _____ What? _____
- Lunch Time? _____ What? _____
- Afternoon break Time? _____ What? _____
- Diner Wann? _____ Was? _____

Cereals or yoghurt			€ 2,00
Vegetables with 2 different dips			€ 3,50
Fruits			€ 2,50
Bavarian brezel with butter			€ 2,10
cakes or pastries			€ 2,50
½ sandwich with cold sausage or cheese			€ 2,30
Tea biscuits			€ 1,80
Cup of coffee	€ 2,40	jug of coffee	€ 17,00
Cup of Tea	€ 2,00	jug of tea	€ 14,00
Beverage package ½ Day	€ 6,00	Beverage package 1 day	€ 11,00
Soft drink 0,2l	€ 2,50	Mineral water 0,5l	€ 3,50
Apple juice 1l	€ 5,90		
2-course-diner		€ 19,00	
3-course-diner		€ 23,00	
Non alcoholic dring 0,5l to lunch or diner		€ 3,50	

- Room night single room _____ double room _____
- Arrival _____ Departure _____
- Roominglist / name oft he guest _____

Payment: Self-pay _____
 ácto _____

Miscellaneous: _____

