

Event Check List

- ❖ **Set Up of the Room**
 - **Head table for how many people**
 - **Table for registration – yes / no**
 - **Set up/ Arrangement of the Conference room**
- ❖ **Timing** – start and end hour of the event, the coffee breaks and the lunch
 - *What time will you come to prepare the room for the event?*
- ❖ **Additional orders during the event** – how to proceed with them, will they be paid by the company or by the participants?
- ❖ **Contact person** – Usually this person authorizes the additional orders (if any) and communicates with our staff during the event.
- ❖ **Logo for our Info Boards**
- ❖ **Technical equipment** requirements
- ❖ **Internet** – requirements
- ❖ **Parking** - will you need parking spaces and if yes, how many?
- ❖ Invoice:
 - The standard text of the invoice is Organization of event. If you need the text to be different, please advise in advance.
 - Please provide company invoice details including tax registration number (name, address, VAT and MOL).