

**SEMINAR-CHECKLIST**

Company name: \_\_\_\_\_

Titel of your event: \_\_\_\_\_

Contact person: \_\_\_\_\_

Trainer/Speaker: \_\_\_\_\_

Number of participants: \_\_\_\_\_

**Number of rooms:** single rooms (incl. Trainer): \_\_\_\_\_

double rooms: \_\_\_\_\_

**NOISE-INTENSIVE SEMINAR:** YES  NO

**SEATING:**

- U-Shape
- U-Shape, closed
- Tabular
- Cinema (chairs)
- School (tables+chairs)
- Theatre (circle of chairs)

- board of directors table
- lectern

**TECHNICAL EQUIPMENT:**

free:

- 2 x flipcharts
- 4 x pinboards and pins
- 1 x overhead - projector
- 1 x beamer
- 1 x TV/video
- 1 x CD+DVD – Player

Special requests:

\_\_\_\_\_

\_\_\_\_\_

**SOFTDRINKS IN THE CONFERENCE ROOM upon request (extra charge)**

- half-day (8.00-12.00)  
per participant € 7.00 o yes o no
- all-day (8.00-17.30)  
per participant € 12.00 o yes o no

**SCHÄRF COFFEE THROUGHOUT THE DAY upon request (extra charge)**

Our **coffee machine** is available for you to use during the morning and afternoon breaks.  
Would you prefer **coffee** continuously available throughout the day?

- half-day (8.00-12.00)  
per participant € 5.00 o yes o no
- all-day (8.00-17.30)  
per participant € 9.00 o yes o no

**TIME SCHEDULE:**

**1st day – date:**

Arrival: \_\_\_\_\_

Beginning: \_\_\_\_\_

Break: \_\_\_\_\_

Lunch: \_\_\_\_\_

Break: \_\_\_\_\_

Dinner: \_\_\_\_\_

**3rd day - date:**

Beginning: \_\_\_\_\_

Break: \_\_\_\_\_

Lunch: \_\_\_\_\_

Break: \_\_\_\_\_

Ending: \_\_\_\_\_

**2nd day- date:**

Beginning: \_\_\_\_\_

Break: \_\_\_\_\_

Lunch: \_\_\_\_\_

Break: \_\_\_\_\_

Dinner: \_\_\_\_\_

**BILLING:**

Billing address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Billing:	<b>PARTICIPANT</b>	<b>COMPANY</b>
Arrangement/Package	<input type="radio"/>	<input type="radio"/>
Non-alcoholic Beverages	<input type="radio"/>	<input type="radio"/>
Alcoholic beverages	<input type="radio"/>	<input type="radio"/>
Minibar	<input type="radio"/>	<input type="radio"/>
Telephone	<input type="radio"/>	<input type="radio"/>
Extras (Cigarrs etc.)	<input type="radio"/>	<input type="radio"/>

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Company stamp