|  |  |  |  |
| --- | --- | --- | --- |
| Event Title for signage |  | | |
| Onsite Contact Name |  | | |
| Contact Phone Number |  | | |
| Expected number of guests |  | | |
| **Event Timings** |  | | |
| Client Access Time |  | | |
| Guests Arrival/  Pre-Dinner Drinks |  | | |
| MC Welcomes Guests |  | | |
| Meeting commences |  | | |
| Presentation Times |  | | |
| Entree is served |  | | |
| Main Course is served |  | | |
| Dessert/tea & coffee is served |  | | |
| Finish time |  | | |
| \*Any other times to note |  | | |
| **Catering Selections** | *\*Please allow at least 30 minutes between each course if alternate drop or choice main course* | | |
| Entree | Please select one from attached menu      *Additional upgrades available – please refer to menu for prices* | | |
| Main Course | Please select one from attached menu      *Additional upgrades available – please refer to menu for prices* | | |
| Dessert | Please select one from attached menu      *Additional upgrades available – please refer to menu for prices* | | |
| **Dietary Requirements** *Please provide name and dietary requirement* |  | | |
| **Beverage Selections** | *Please see beverage list attached for your reference* | | |
| **Beverage Package** |  | | |
| Package Number |  | | |
| Hours Required |  | | |
| **On Consumption** |  | | |
| Do you have a maximum beverage spend? | YES / NO | *$*  *If yes, please advise the amount* | |
| Sparkling Wine  (please select 1) |  | | |
| White Wine  (please select 1) |  | | |
| Red Wine  (please select 1) |  | | |
| Beers  (please select 1 or 2) |  | | |
| **Audio Visual Requirements** | *Please see AV Price List attached for your reference* | | |
| Lectern & Microphone | Complimentary | | |
| Computer, projector & screen | YES / NO | | |
| Remote clicker/ laser pointer | YES / NO | | |
| WIFI Access | Complimentary | | |
| Microphones | Lapel - YES / NO  Handheld - YES / NO | | QTY:  QTY: |
| Any additional AV required? *Please note: if you require a dedicated AV technician at your event, this must be hired through an external AV company.  A team member of The University Club of WA will assist with the setup of AV at the beginning of your event however will not be present in the room during your event* |  | | |
| **Room Set Up Requirements** |  | | |
| Registration & catering | Do you require a registration table in the foyer? YES / NO  Do you require any additional table for materials? YES / NO | | |
| Main room | Will you be proving a set seating arrangement? YES / NO  \**Please note that the Club does not provide the place cards*  Do you require a panel table? YES / NO  If yes, for how many?  Would you like us to provide pads and pens? YES / NO  Room set up:  Please circle one of the following:    Do you require anything additional in the room? If so, please advise: | | |
| **Parking** | *Parking is free of charge in all University Car Parks after 5:00pm and on weekends* | | |
| **Deliveries**  *Please include delivery date and time and pick up details* |  | | |