

Services Request Menu

If an event, location _____

Which of the following services are being requested (mark all relevant possibilities).

- Contract negotiations for
 - Lodging
 - A hotel has been chosen already
 - Assistance is needed with identifying a hotel
 - Event space
 - At the same hotel
 - At a separate location
 - Food & beverage
 - Included in the hotel contract
 - An outside vendor is needed
 - Audio/visual
 - Included in the event space contract
 - An outside vendor is needed
 - Tours
 - Location(s) have been chosen already
 - Assistance is needed with identifying location(s)
 - Transportation
 - A vendor has been chosen already
 - Assistance is needed with identifying a vendor
- Administration & Financial management
 - Executing Contracts
 - Events as checked above
 - Speaker(s)
 - Facilitator(s)
 - Strategist(s)
 - Communicator(s)
 - Other (specify)
 - Account Establishment and Management
 - Budgeting Services
 - Fund Raising
 - Sponsorships
 - Receiving
 - Providing
 - Bill Paying
 - Reimbursements

- Event Registration Platform (build and manage)
- Event Services
 - Insurance
 - Program Development
 - Food & Beverage Selection
 - Execute Banquet Event Orders
 - Audio/Visual Assistance
- Draft Event Communications
 - Event registration
 - Booking rooms
 - Transportation tips
- Onsite Service and Materials
 - Registration desk management
 - Event programs
 - Name badges
 - Registration packets

