



Venue Briefing Document

What:

Delegates:

Layout:

When:

Provisional Schedule:

DAY 1

08:00:

08:30:

09:00:

09:30:

11:00:

12:30: Lunch

14:30:

15:00:

17:00:

OVERNIGHT HOLD?

DAY 2

08:00:

08:30:

09:00:

09:30:

11:00:

12:30: Lunch

14:30:

15:00:

17:00:

We will also need:

Please provide (TBC) delegate rates.



Catering

In terms of catering, we require costs for:

FOOD

Pastries

Breakfast

Fruit basket

Lunch

Canapes

Dinner (does dinner rate include cost of coffee?)

DRINK

Tea, coffee, biscuits

Water

Orange Juice

House wine

House champagne

Day drink allowance

Evening drink allowance

Drinks package

PLEASE ALSO ADVISE WHAT YOUR POLICY IS ON TASTINGS, i.e. do you charge, how many people do you allow to attend, etc.

PLEASE STATE WHETHER ALL COSTS ARE INC OR EX VAT

Please also send us:

- Information regarding guaranteed minimum numbers, if applicable
- Details of a minimum menu spend, if applicable
- A copy of the drinks tariff, food menus and terms and conditions.

Accommodation

We need (TBC) bedrooms for [single/double](#) occupancy on (TBC).

Technical Information Required

In addition to details of the hire cost for this, please include;;

- Any technical / floor plans you have available (is there an approved list of tech suppliers?)
- Details of any mandatory costs for utilities (power, water etc)
- Details of any costs for Security / lift operators etc
- Information regarding commission
- Any restricted access information



Site Visit Schedule

Client:

Project:

Date:

Client and Whitewall attendee names:

Time: Location 1 – Room names – venue contact – contact number
Address including post code

Time: Location 2 – Room names – venue contact – contact number
Address including post code

Time: Location 3 – Room names – venue contact – contact number
Address including post code

Time: Location 4 – Room names – venue contact – contact number
Address including post code



New Venue Find

Brief

What?	
How many delegates?	
Layout? Front/Back Projection, stage?	
When?	
Type of venue?	
Location?	
Suggestions?	

Checklist

Get in time	
Get out time	
Registration area?	
Check in area? Where?	
Reception and/or dinner times	
Breakouts?	
Reception?	
Office(s)? Size?	
Cloakroom?	
Business Centre?	
Bar Area?	
Exhibition centre?	
Late licence?	
Smoking area?	
Parking?	
Other requirements?	



Food

Pastries	
Breakfast	
Fruit Basket	
Lunch	
Crew Meals	
Canapes	
Dinner	
What's included in	
Does it include coffee?	

Drink

Tea, coffee, biscuits	
Water	
Smoothies	
Orange Juice	
House Wine	
House Champagne	
Day drink allowance?	
Reception drinks?	
Evening drink	
Drinks package?	

PROJECT NAME:
PROJECT DATE:
CLIENT:

PROJECT TYPE:
NO OF DELEGATES:
LAYOUT:

Client Venue Comparison



NAME
DATE
NAME
DESCRIPTION
NUMBER
LAYOUT

	Venue 1 <i>Location</i>	Venue 2 <i>Location</i>	Venue 3 <i>Location</i>	Venue 4 <i>Location</i>
Date Held				
Days Held				
Option Status				
Website Link				
Plenary Room				
Access / Cost				
Pre-Function Area				
Access / Cost				
Breakout Rooms				
Access / Cost				
Client Office				
Access / Cost				
Access / Cost				
DDR				
Inclusive of				
24-hr Rate				
Inclusive of				
Dinner Rate				
Details				
B&B Rate				
Details				