

Request for Event

*Please provide full information 21 days prior to the event.*

*If any information changes after submitting this form, e.g. adjustments in timing, venue, seating format, catering and dietary requirements, guests attending, AV needs, please let us know as soon as possible.*

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| **Event details** |
| Name of host organisation/group*Please provide a description of the organisation and website address (if applicable)* |  |
| Title and type of event e.g. conference, seminar, Board Meeting |  |
| Day/date |   |
| What time would your organiser/first attendee arrive?What time would your organiser/ attendee leave? |  |
| Do you require ferry transfers arranged by the venue? |  |
| Is there a cultural element to the event? If so, please provide details and any prior consultation needed with mana whenua.  |  |
| Have media been invited? If so, who? |  |
| Please attach a programme, run sheet or provide indicative timeline of the event. |  |

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| Venue details |
| **Venue** 112 Nick Johnstone Drive, Waiheke Island |  |
| The venue comes with a large LED screen; built in sound; microphone is available, although acoustics are excellent without it. Wifi is available, and accommodates video conferencing. HDMI connection for screen. Table mounted power & USB chargers. HDMI connection Adaptors are available for Apple USB-C and Apple lightening connections. |  |
| Outline any additional AV requirements. |  |
| Do you need Shepperson Education branded stationary – notebook and pens?  |  |
| Will you bring your own stationary?  |  |
| Will you be delivering equipment or goods to the venue? If so, please provide details.  |  |

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| **Attendees** |
| How many people are expected to attend? |  |
| Please advise the makeup of the attendees?  |  |
| Will you have casual attendees in addition to registered delegates? If so, how many?  |   |

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| **Catering**  |
| Please indicate your preferences for catering needs?  |  |
| Tea/Coffee on arrival?  |  |
| Morning Tea?  |  |
| Lunch? Sit down/casual?  |  |
| Afternoon Tea?  |  |
| Table snacks? |  |
| Catering budget/$pp?  |  |
| Dietary restrictions (to be supplied no later than 7 days before the event).  |  |
| Do you require a server throughout the event? |  |

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| **Contact Person** |
| Please advise the name, email and mobile phone number of the key contact person.  |  |
| Will someone be arriving prior to delegates to set up? If so, please provide their name, mobile number (if a different person). |  |
| Name, telephone number, email of any other contact people.  |   |