



How to plan your event with CEI

Step 1: Fill in this form. (Don't worry if you don't have all the facts yet!)

Step 2: Mail or fax this form to CEI. (See contact information below.)

Step 3: We'll call you to discuss your needs and see how we can help.

Step 4: Relax and enjoy our easy planning process!

**1207 Magnolia Ave
Carlsbad, CA 92008**

Phone 760.730.1526

Fax 760.730.1551

www.corporateeventsinc.net

Event Planning Checklist

Event Name _____

Event Date _____ Event Location _____

Your Name _____ Phone Number _____

Company _____ Fax Number _____

Audiovisual Considerations

1. What will be the average audience size for presentations? _____

2. What audiovisual equipment do you think you'll need?

- Sound system (speakers, microphones)
- Lighting
- LCD Projector
- Screens
- Computer with audio playback with PowerPoint
- Wireless mouse
- Laser pointer
- Flip chart
- Other _____

3. How many presentations do you anticipate? _____

4. What type of presentations do you anticipate?

- Slideshow
- Overheads
- Flip Chart
- Video

5. Can the venue provide proper power to fill A/V requirements?

- Yes No Don't know

6. If one third of the meeting space is needed for audiovisual equipment, will the space still accommodate the expected number of attendees?

- Yes No Don't know

7. Do you want to schedule a rehearsal with the equipment?

- Yes No Don't know

8. Are there any obstructions in the meeting room, such as pillars or low-hanging chandeliers?

- Yes No Don't know

9. What is the ceiling height in the meeting room? (Low ceilings may limit screen size.) _____ feet high

10. Will you need a stage?

- Yes No Don't know

(continued on next page)



Audiovisual Considerations (continued)

11. Do you want to video-record for archives or for CD publication?
 Yes No Don't know
12. Will you need Internet access?
 Yes No Don't know
13. Are doors noisy? If so, can that be remedied?
 Yes No Don't know
14. Are the airwalls soundproof?
 Yes No Don't know
15. What pre-existing lighting is in the event room?
 Fluorescent ceiling lights
 Track lighting
 Other _____
16. Does the event room have ambient light from the sun?
 Yes No Don't know
17. Can the room be held on a 24-hour basis? Is the room available the night before for setup?
 Yes No Don't know

Meeting Site Considerations

Here are additional items to consider for selecting a venue. These are presented for your convenience.

1. Will the meeting space accommodate the number of attendees?
2. Is the hotel or convention center under union jurisdiction?
3. What is the cost for security?
4. What other groups will be at the venue?
5. Is there any construction or remodeling planned?
6. Is your event centralized in one part of the venue or spread out among different areas? If spread out, what is the walking distance?
7. What is the quality of guest hotel rooms?
8. What are the venue's labor capabilities?

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