



For your perfect event.

Use the check list for your planning and send it back to us filled out and completed.

Simply call us if you have any questions: **+49 (0) 92 31 - 4 07 00 70**

Contact information

via mail service via phone via eMail

Company

Contact person

Street and number

ZIP, city, country

Phone

Mobile

eMail

Type of event

Working titel

Objective of the event

(e.g. kick-off, training, presentation, party, seminar, conference, etc...)

Details of the trainer / Speaker

(Name, position, titel, etc...)

VIP-Guests/- Participant

Meeting package

Meeting package classic: 2 x Coffee break, Lunch, Conference beverages

Meeting package conferenz (incl. overnight stay)

Extras: Dietary meals Vegetarian Vegan religion conform

Lunch: Menue (3-courses, up to 20 persons) Buffet

Dinner: Menue (3-courses, up to 20 persons) Buffet

Number of persons:

thereof approx. % vegetarian vegan

Teilnehmer:

female male

Event spaces

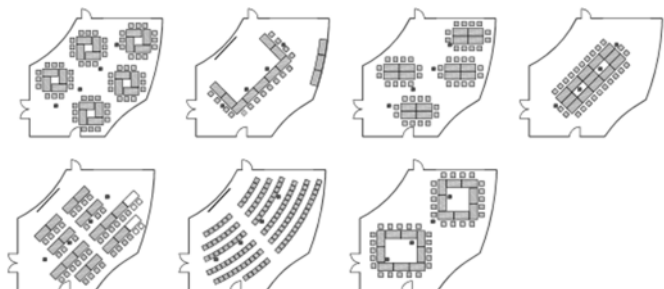
(Please tick the seating option)

T1 (max. 22 PAX)



(Please tick the seating option)

T2 (max. 126 PAX)



Event schedule

Date Day					
Event start					
Event end					
Breakfast (only if overnight)					
Break morning					
Lunch					
Break afternoon					
Lunch (optionally)					

Room reservation

Single Room	Number:	from:	to:
Double Room	Number:	from:	to:
Trainer/Speaker	Arrival:	Departure:	
VIP-Facilities requested	Room:	Request:	
Transfer / Taxi needed	from:	to:	

Supporting program

- Fitness-Coach
- Wellness at Alexbad
- Luisenburg
- Hiking or E-Bike
- Visit of local brewery
- Mountain Ochsenkopf

Others:

Others

- Flagg or Beachflagg
- brochures pieces
- Company logo will be sent as JPG- or PNG-file to office@avaneohotels.com
- I/we would like to decorate the location
- Menue-/ Buffet with company logo
- Technician required
- Conference block & pens

Technology | Accounting

- Flipchart pieces
- 72" Display with Polycom-Pano-Technology
- iPad
- Pin boards pieces
- Smart-TV
- Notebook (Windows 7 o. 10)
- Moderation case
- Lectern
- Android-Tablet
- Micro | Sound system
- Co-Working places:
- Blackout desired

Note: A beamer and screen can also be provided upon request.

Please indicate which costs are covered by you:

- Room rental as part of the conference package
- Accomodation incl. Breakfast
- Supporting program
- Beverage service lunch & dinner
- extra beverages
- Leisure offers
- Others: