Event Name:

Date/s: Time:

Venue:

Topic:

Intended participants:

Kyeema Organiser(s):

**Set-up Requirements**

I.T.:

Laptop: Y / N Projector: Y / N

Speakers: Y / N Microphone: Y / N

Other (Specify):

Name Tags: Y / N Agenda/running sheet: Y / N By whom?

Stationery: Y / N

Other (Specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Catering**

Purchase Order Number: (Kyeema’s Order Book)

Provided by:

Catering for No.:

Dietary requirements:

Standard: Vegetarian: Gluten Free: Dairy Free:

Other (specify):

**Advertising**

Method(s):