

Dear Client,

Enclosed are two worksheets which will be useful in organizing the details necessary for a successful event. In order for us to fully prepare our services and ensure your success, we must have complete and specific information, such as times, approximate numbers, menus, rooms sets, basic audio visual requirements, etc within 30 days of your event date. Receipt of this information will assist us in preparing for your arrival and will help assure a flawless event.

Thank you for your attention to detail. The following is a description of the two worksheets included in this packet.

Event Profile: This form is a general overview of the event.

Event Document Worksheet: specifications for each function that is part of the overall event

The following information deserves special attention:

30 days prior to event	menus due to catering manager
30 days prior to event	specifications due to event manager
2 weeks prior to event	event document published by event manager
3-5 days prior to event	guarantees due to catering

Remember we are here to help. Happy Planning!!!

EVENT DOCUMENT WORKSHEET:

Date Originated:

Date Revised: *(Repeat for additional revisions as necessary.)*

A. Event Profile

Event Name:

Event Organizer/Host Organization:

Contact Name:

Contact Phone:

B. Event Details

Event Name:

Set Up Type:

(Includes such types as breakout, general session meeting, office, registration, etc. Refer to APEX glossary for more function types.)

Event Location (Room):

Key Personnel for this Event:

Attendance:

Event Start Day/Date:

Event Start Time (US or Military):

Event End Day/Date:

Event End Time (US or Military):

Set Up By (US or Military):

Dismantle No Later than (US or Military):

Catered Function: Yes No

C. Signage

Easels Available: \$15.00 Each

8½ x 11 Sign Holders Provided Complimentary Per Meeting Room

Banner Hanging: \$25.00 Per Banner

(Include Signage requirements, Signage company if applicable, whether easels for signage are required, how many, where and when and any special requirements including hanging banners or outside signage.)

D. Decor

Not Required

Outside Vendor To Provide

Decorator Company Name:



E. Room Set-up

Room Set-up Diagram Attached: Yes No

(Note: The set-up diagram should indicate A/V placement and electrical needs.)

Primary Room Set-up:

- 10x10 exhibits
- 8x10 exhibits
- Island Exhibit
- Peninsula Exhibit
- Perimeter Exhibit
- Tabletop exhibits
- Banquet Rounds for 10
- Banquet Rounds for 12
- Banquet Rounds for 8
- Board Room (Conference)
- Classroom - 2 per 6 ft. tables
- Classroom - 3 per 6 ft. tables
- Classroom - 3 per 8 ft. tables
- Classroom - 4 per 8 ft. tables
- Classroom (Chevron) - 2 per 6 ft. tables
- Classroom (Chevron) - 3 per 6 ft. tables
- Classroom (Chevron) - 3 per 8 ft. tables
- Classroom (Chevron) - 4 per 8 ft. tables
- Cocktail Rounds
- Crescent Rounds of 5
- Crescent Rounds of 6
- Crescent Rounds
- E-shaped
- Existing
- Flow (no tables or chairs)
- Hollow square
- Perimeter Seating
- Registration
- Royal conference
- Talk Show
- Theater
- Theater - Semi-circle
- Theater - Chevron
- T-shaped
- U-shaped
- Other:

Assigned Rooms:

- Exhibit Hall A
- Exhibit Hall A1
- Exhibit Hall B
- Exhibit Hall C
- Exhibit Hall D
- Exhibit Hall E

Oregon Ballrooms:

- 201 202 203 204

Portland Ballrooms:

- 251 252 253 258
- 254 255 256 257

A Series:

- A101 A102 A103 A104
- A105 A106 A107 A108
- A109

B Series:

- B110 B111 B112 B113
- B114 B115 B116 B117
- B118 B119

C Series:

- C120 C121 C122 C123 C124
- C125 C126 C127 C128

D Series:

- D131 D132 D133 D134
- D135 D136 D137 D138 D140

E Series:

- E141 E142 E143 E144
- E145 E146 E147 E148

F Series:

- F149 F150 F151 F152

(Please provide instructions for room set-up specifications such as a room set quantity, head table, center aisle, accessibility requirements, requirements for staging, risers, dance floors, perimeter seating, water service, VIP set-up needs and other.)

F. Audio/Visual (A/V)

- Not Required Group To Provide
 Venue To Provide Third-Party Contractor To Provide

AV Company Name:

A/V Comments:

(Include additional AV requirements such as lighting, rigging and specifications for AV technicians if required.)

A/V Equipment/Services Requested (choose all that apply):

Item	Quantity	Item Price	Item Detail/Comments
35mm Slide Projector w/ Remote		\$35.00	
Audio Mixer		\$50 - \$125	Based on Channels
Audio Recording		\$55.00	
Audio Patching		\$30 - \$55	
Background Music (DMX)		\$90.00	
Video Patching		Quote	
Data Projector		\$300 - \$950	Based on Lumens Needed
Dry Erase Board w/ Eraser & Markers		\$15.00	Run of Show
DVD Player		\$55.00	
Easel		\$15.00	Run of Show
Electric Pointer		\$15.00	
Flipchart & Markers		\$30.00	Run of Show
Lectern (standing)		\$40.00	(1) Complimentary per room
Lectern (table)		\$40.00	
Microphone – Wired Lavalier		\$25.00	
Microphone – Wired Lectern		\$25.00	
Microphone – Wired Standing		\$25.00	
Microphone – Wired Table		\$35.00	
Microphone – Wireless Lavalier		\$120.00	
Microphone – Wireless Lectern		\$120.00	
Microphone – Wireless Standing		\$140.00	
Microphone – Wireless Table		\$130.00	
Mixers		\$50 - \$125	
Overhead Projector		\$32.00	
Projection Stand (safe-lock stand)		\$20.00	
Screen (indicate size in comments)		\$35 - \$360	Based on dimensions
Television		\$90 - \$490	
VHS Player		\$65.00	
Video Camera		Quote	Based on specifications
Video Monitor		\$130 - \$490	
Video Recording		Quote	Based on specifications

G. Utilities

Electrical Connections: Not Required
 Venue To Provide

Electrical Notes:
(Include Electrical needs, description of use and quantity.)

Telecommunication Connections: Not Required
 Venue To Provide

Voice Services:

Item	Quantity	Price	Comments
<input type="checkbox"/> Analog Phone Line		First Line Complimentary Additional Lines \$158.00	<input type="checkbox"/> Long distance <input type="checkbox"/> Restricted <input type="checkbox"/> Other
<input type="checkbox"/> Multi-Line Phone Set		\$158.00	Maximum 6 lines per phone
<input type="checkbox"/> Voice Mail		\$50.00	
<input type="checkbox"/> Other:			

Data Services:

Item	Quantity	Price
<input type="checkbox"/> Internet Connection – Shared Ethernet		\$338.00 - \$832.00
<input type="checkbox"/> Internet Connection – Wireless		\$12.95 and up
<input type="checkbox"/> ISDN Line		Call for quote
<input type="checkbox"/> T-1 Line		Call for quote
<input type="checkbox"/> DSL		Call for quote

Telecommunications Notes:

(Include placement information and other requirements here.)

H. Security

of Keys Required:

Key(s) should be: House/Standard Key Re-keyed Secure Core

Security Required: Not Required Outside Preferred Vendor To Provide

Security Company Name:

Security Start Time (US or Military):

Security End Time (US or Military):

Security Instructions/Requests:

I. Accessibility

(Accessibility/Special Needs Instructions)

J. Food & Beverage (F&B)

Not Required

Venue To Provide

F&B ID #	F&B Service Day/Date	F&B Service Time	Meal Type	Service Type	F&B Anticipated # F&B Guarantee # Set for #
			<input type="checkbox"/> Continental <input type="checkbox"/> Breakfast <input type="checkbox"/> Breakfast <input type="checkbox"/> Brunch <input type="checkbox"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Break <input type="checkbox"/> Reception <input type="checkbox"/> Hospitality	<input type="checkbox"/> Plated <input type="checkbox"/> Buffet <input type="checkbox"/> Boxed <input type="checkbox"/> Other (please specify)	

F&B Menu:

Description	Quantity	Price	Per
			Person, gallon, tray, etc.

F&B Comments:

(Includes dietary requirements, alcohol policies, bartenders, and other special issues, and other comments.)

K. Insurance Required

Client To Provide

Venue To Provide

L. Emergency Medical Technician

Not Required

Required

M. Fire Permit

Not Required

Required

EVENT PROFILE:

Date Originated:

Date Revised: *(Repeat for additional revisions as necessary.)*

A. Event Profile

Event Name:

Event Organizer/Host Organization:

Event Organizer/Host Organization Phone:

Event Organizer/Host Organization Address:

Event Organizer/Host Organization E-mail Address:

Event Web Address:

Event Description:

B. Key Dates, Times & Locations

Published Event Start Day/Date:

Published Event End Day/Date:

Pre-Event Meeting

Day & Date:

Time:

Location:

Attendees:

Post-Event Meeting

Day & Date:

Time:

Location:

Attendees:

Other Dates & Times Comments:

(e.g. registration desk hours, daily review meetings, specific major pre-event move in requirements and/or special set-up requirements.) (Note any additional attachments)

C. Function Space

(Use this section to address any special issues or situations that apply to the event such as specific function rooms or public areas required, message center, internet café, Off site venues, office information, registration information, lounges, speaker ready rooms, press rooms, storage and special reader board information.)



D. Key Event Contacts

Use this section to list all key personnel for the event (e.g. staff, exhibits manager, general services contractor, A/V company, security company).

Event Organizer/Host Organization Contacts

Name Title Company	Address Telephone Fax Email Mobile Phone	Description of Responsibilities	Location during Event
			<input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site

Supplier Partner Contacts (example: Decorator, A/V Company, Entertainment)

Name Title Company	Address Telephone Fax Email Mobile Phone	Description of Responsibilities	Location during Event
			<input type="checkbox"/> On-Site <input type="checkbox"/> Off-Site

E. Attendee Profile

Expected Total Event Attendance: _____ (includes total registered attendees)
(Include any information regarding demographics, or international mix of attendees.)

Number of Pre-Registered Attendees:

Accessibility/Special Needs:

(Note: Use this section to outline any special needs the group has)

F. Exhibitor Profile

Number of Exhibitors Attending:
(Includes International mix, exhibitor types, exhibitor goals and demographics information.)

G. VIPS – Very Important Persons

Name	Title	Employer	Arrival Date	Departure Date	Amenities	Upgrades	Comments
VIP1							
VIP2							

Other VIP Profile Comments:

H. Exhibits

Location(s) of Exhibits:

Exhibitor Registration Location(s):

Number of Exhibits:

Show Dates and Times:

Day/Date	Show Hours	Show Hours	Show Hours

Exhibit Rules and Regulations attached: Yes No

Storage Needs:

Service Contractor Schedule (Please Specify Type of Contractor)

Move-in Begin Date:

Move-in End Date:

Move-in Begin Time:

Move-in End Time:

Move-out Begin Date:

Move-out End Date:

Move-out Begin Time:

Move-out End Time:

Exhibitor Schedule

Move-in Begin Date:

Move-in End Date:

Move-in Begin Time:

Move-in End Time:

Move-out Begin Date:

Move-out End Date:

Move-out Begin Time:

Move-out End Time:

Other Exhibits Comments:

I. Food & Beverage

Special Requirements:

(Note any additional attachments)

Catered Food & Beverage Total Expected Attendance:

	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast(s)					
AM Break(s)					
Lunch(s)					
PM Break(s)					
Reception(s)					
Dinner(s)					

Other Food & Beverage Comments:

(Include comments regarding anticipated outlet usage, off premises arrangements and other special needs.) (Note any additional attachments)

J. Audio/Visual Requirements

Use this section to address any special issues or situations that apply to the event. (Note any additional attachments)

K. Utilities

(Use this section to describe any special situations with regard to Engineering, Audio Visual Rigging, Electrical, Water, Telecommunications, etc.) (Note any additional attachments)

L. Housekeeping Instructions

Use this section to address any special issues or situations that apply to the event or custodial services for exhibit/display areas. (Note any additional attachments)

M. Special Instructions

Use this section to address any special issues or situations that apply to the event. (Note any additional attachments)

N. Safety & Security

Key Event Organizer/ Host Organization Contact in Case of Emergency/Crises:

Crisis & Emergency Instructions:

On-site Communications: (example: two-way radios, cell phones, nextels)

Keys: *(Include information regarding re-keying requirements and key issuance instructions.)*

Other Security Comments:

O. Shipping/Receiving

FedEx Kinko's can help decrease costs and increase productivity through one of our on-site or off-site outsourcing solutions. From beginning to end, conventions can be busy and often hectic events. Great organization and planning are essential to meeting your goals. Turn to FedEx Kinko's for a full range of quality convention services. Make changes up to the last minute and reduce your shipping costs. FedEx Kinko's accepts your conference materials online, provides a proof, then produces your material locally and delivers the documents directly to your conference site. Call 1.888.546.5671 today and talk to one of our dedicated account managers. Together we can create a cost-effective solution for all of your document and printing needs.

Shipping and Receiving comments:

Include outbound shipping information, Dock needs, Freight elevator needs, Drayage or oversized items and other instructions or special requirements.

P. Authorized Signatories

Full Name	Title	Maximum Approval Authority
Signatory1 Full Name	Signatory1 Title	Indicate Approval Authority Instructions