

Mills Media Group

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VENUE FINDING QUESTIONNAIRE																			
Company Name:	Main Contact:																		
Tel No:	Fax No:																		
Mobile No:	Date:																		
Address:																			
Email address:																			
Event or Conference Name																			
Date you require our proposal:																			
1. How many are attending?	25-50 <input type="checkbox"/> 50-100 <input type="checkbox"/> 100-250 <input type="checkbox"/> 250-500 <input type="checkbox"/> 500 + <input type="checkbox"/> Please specify the actual number if known <input type="text"/>																		
2. What is the date(s) and duration of the event?	<table border="0"> <tr> <td><input type="text"/> / <input type="text"/> / <input type="text"/></td> <td>to</td> <td><input type="text"/> / <input type="text"/> / <input type="text"/></td> <td>No of days</td> <td><input type="text"/></td> </tr> <tr> <td>Daytime Start</td> <td><input type="text"/></td> <td>Daytime Finish</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td>Evening Start</td> <td><input type="text"/></td> <td>Evening Finish</td> <td><input type="text"/></td> <td></td> </tr> </table>	<input type="text"/> / <input type="text"/> / <input type="text"/>	to	<input type="text"/> / <input type="text"/> / <input type="text"/>	No of days	<input type="text"/>	Daytime Start	<input type="text"/>	Daytime Finish	<input type="text"/>		Evening Start	<input type="text"/>	Evening Finish	<input type="text"/>				
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Evening Start	<input type="text"/>	Evening Finish	<input type="text"/>																
3. What is your preferred geographical location for the venue? (UK, Overseas etc)	1 st Preference <input type="text"/> 2 nd Preference <input type="text"/> 3 rd Preference <input type="text"/> Please provide more details																		
4. What type of venue would be suitable for the event?	<table border="0"> <tr> <td>Hotel - modern</td><td><input type="checkbox"/></td> <td>Hotel – rustic</td><td><input type="checkbox"/></td> <td>Academic</td><td><input type="checkbox"/></td> </tr> <tr> <td>Unusual</td><td><input type="checkbox"/></td> <td>Historic</td><td><input type="checkbox"/></td> <td>City</td><td><input type="checkbox"/></td> </tr> <tr> <td>Non-residential</td><td><input type="checkbox"/></td> <td>Sporting</td><td><input type="checkbox"/></td> <td>Rural</td><td><input type="checkbox"/></td> </tr> </table>	Hotel - modern	<input type="checkbox"/>	Hotel – rustic	<input type="checkbox"/>	Academic	<input type="checkbox"/>	Unusual	<input type="checkbox"/>	Historic	<input type="checkbox"/>	City	<input type="checkbox"/>	Non-residential	<input type="checkbox"/>	Sporting	<input type="checkbox"/>	Rural	<input type="checkbox"/>
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	Other please specify <input type="text"/>
5. What quality would you prefer?	★★★ <input type="checkbox"/> ★★★★★ <input type="checkbox"/> ★★★★★★ <input type="checkbox"/>
6. What room layout do you require?	Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Dinner <input type="checkbox"/> Cabaret <input type="checkbox"/> Boardroom <input type="checkbox"/> Other <input type="checkbox"/> Please specify
7. Are any additional rooms required (breakout etc)	
8. Is catering required?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify the actual number if known <input type="text"/> Lunch <input type="checkbox"/> Dinner <input type="checkbox"/> Gala Dinner <input type="checkbox"/> Other <input type="checkbox"/>
9. Do the delegates need accommodation?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please specify the actual number if known <input type="text"/>
10. Will partners be attending?	Yes <input type="checkbox"/> No <input type="checkbox"/>
11. What is your budget for the venue or delegates? <i>Venues either charge a total price for all services including room hire, refreshments etc or charge a delegate rate (daily, 24 hour etc) which covers all costs including accommodation, meals etc. on a per delegate basis.</i>	Venue & Delegates Under 2K <input type="checkbox"/> 2 - 10K <input type="checkbox"/> 10 - 25K <input type="checkbox"/> 25K + <input type="checkbox"/> Delegate Day Rate Under £ 50 <input type="checkbox"/> £ 51 - £ 70 <input type="checkbox"/> £ 71 - 100 <input type="checkbox"/> £ 100 + <input type="checkbox"/> Delegate 24hr Rate Under £ 100 <input type="checkbox"/> £ 101 - £ 150 <input type="checkbox"/> £ 151 - 200 <input type="checkbox"/> £ 200 + <input type="checkbox"/> Please specify your budget <input type="text"/> £
12. Is there any further information to assist us in the preparation of a quote?	