Data Collection:

1. **General Information**

|  |  |
| --- | --- |
| Name of Institution: |  |
| Principal Contact(s): |  |
| Email: |  |
| Phone: |  |
| Proposed Date & Time: |  |
| Purpose of Event: |  |
| Type of Event:***\*Please note timing includes set-up and break down of event*** | * Half- day meeting (< 4 hours in total)
* Full- day meeting (>4 hours)
* Reception (< 4 hours in total)
 |
| Approximate number of attendees: |  |
| Name(s) of VIP’s in attendance: |  |
| Request the presence of:***\*Subject to schedules & availability*** | * Consul General New York
* Deputy Consul New York
* Director: British Council New York
* Director: British Council Washington DC
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1. **Space Layout & Technical Requirements**

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| --- | --- |
| Type of Space:***\*If you’ve selected reception space, please indicate which seating & table arrangements you would like. If you select more than one option, please provide an explanation in the space provided to the right.*** | * 1. Conference room (seating for up to 20)
* 2. Large conference room with open space
* 3. Small private conference room with seating for max. of 8
* 4. Large, open reception space with standing capacity of ~150:
	+ Standing room only
	+ Standing room with :
		- A few chairs around perimeter of the space
		- (#) \_\_\_ high cocktail tables throughout the space
	+ Theater-style seated rows for :
		- All attendees
		- (#) \_\_\_ attendees
* Other Arrangement (please provide details):
 |
| A/V Required: | * Lectern
* Handheld microphone
* Wireless microphone
* Lapel microphone: (#) \_\_\_ [maximum of 4]
* Screen & Projector

*\*If you intend to use a presentation, please note it* ***must*** *be e-mailed to British Council staff member or brought on a USB drive. We are not able to connect foreign laptops to the projector or network at the consulate due to security protocol.* |
| Photography: | * Required for entire event
* No photographer needed
 |
| Flowers for tables: | * Yes No
 |
| Coat-check: | * Yes No
 |
| Will you require us to provide guests with name Badges? | * Yes No
 |
| Will you require a display table for University materials? | * Yes No
 |
| Would you like British Council/GREAT branded materials? | * Yes  No
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1. **Catering Needs**

|  |  |
| --- | --- |
| Catering Service: | * Breakfast
	+ Full Hot Buffet
	+ Pastries, Muffins, or Bagels
	+ Fruit Platter
* Lunch
	+ Full Hot Lunch
	+ Sandwiches
	+ Salad
	+ Side Extras (crisps, desserts, etc.)
* Dinner
	+ Full Hot Dinner
* Canapés (recommended for receptions & short meetings)
	+ Passed
	+ Stationary

Other details/requests for caterer: |
| Beverages: | * Full Bar including beer, wine, liquor, soft drinks & water
* Bar including selection of wines, beer, soft drinks & water
* Soft drinks & water
* Tea & Coffee
* Selection of juices
* Orange juice (breakfast)
 |
| Linens to be provided: | * Registration table
* Cocktail tables
* Bar (recommended if bar service is ordered)
* Stationary food tables (recommended for large reception space tables)
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