Data Collection:

1. **General Information**

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| 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 |

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 |

1. **Catering Needs**

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| --- | --- |
| 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) |