



Events Briefing Checklist

EVENT DETAILS	
Event Name & Date	
Event Co-Ordinator	
Event Day Contact	Name:
	Phone: Email:
Hire Duration: \$150 p/h * 2 Hour minimum	<input type="checkbox"/> 2 Hr \$300.00 <input type="checkbox"/> 3 hr \$450.00 <input type="checkbox"/> 4 hr \$600.00 <input type="checkbox"/> 5 Hr \$750.00 <input type="checkbox"/> Full Day Hire \$1,200.00 <input type="checkbox"/> Internal Function* See below
Guest Arrival	
Event concludes	
Bump In / Out Time	

GUEST NUMBERS	
Guest numbers attending at this stage	
Please note: Final numbers are due 7 days out from the Event. Any additional will incur a late fee of \$15 charged additionally to your selected Catering package per extra person.	

FOOD AND BEVERAGE	
Conference Packages	<input type="checkbox"/> \$56 Half Day <input type="checkbox"/> \$74 Full Day
Canape Packages	<input type="checkbox"/> Package 1 <input type="checkbox"/> Package 2 <input type="checkbox"/> 5 options <input type="checkbox"/> 7 options <input type="checkbox"/> 9 Options
Banquet 2-course: Entrée & Main <i>OR</i> Main & Dessert	Entree:
	Main:
Banquet 3-course: Entrée, Main & Dessert	Entree:
	Main:
	Dessert:
Side Dish (optional): Available at \$15.00 per dish. *Menu provided upon request	
Alternate Drop Option: \$5 per person	<input type="checkbox"/> Entrée <input type="checkbox"/> Main <input type="checkbox"/> Dessert
Drinks Package or Bar Tab	<input type="checkbox"/> Bar Tab <input type="checkbox"/> 2 Hr Package <input type="checkbox"/> 3 Hr Package <input type="checkbox"/> 4 Hr Package <input type="checkbox"/> 5 Hr Package <input type="checkbox"/> On Consumption
If a Bar Tab, what is the limit?	\$
Dietary Requirements	<input type="checkbox"/> Gluten Free Pax: <input type="checkbox"/> Vegan Pax: <input type="checkbox"/> Vegetarian Pax: <input type="checkbox"/> Nut Allergy Pax: <input type="checkbox"/> No Pork Pax: <input type="checkbox"/> Pescatarian Pax:

sanctum.

EVENT ROOM			
Set up Requirement	<input type="checkbox"/> Sit-down	<input type="checkbox"/> Stand-up cocktail	
Free seating event or allocated seating?	<input type="checkbox"/> Free Seating	<input type="checkbox"/> Allocated Seating	
Will you be providing place cards? Client to arrange place cards on tables during bump in	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Table Linen	<input type="checkbox"/> Square Black <input type="checkbox"/> Round Black	<input type="checkbox"/> Square White <input type="checkbox"/> Round White	
Menus – Additional \$5.00 per table	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Table Numbers	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> BYO
Tea Light Candles	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Additional Furniture e.g Cake Table, Registration Table etc.			
Sanctum Staff Uniform *Internal Functions only	<input type="checkbox"/> White shirt, black corporate pants	<input type="checkbox"/> Black corporate	<input type="checkbox"/> White t-shirt, black corporate pants

EVENT PROFILE	
Purpose of this event	
Profile / Demographic of attendees E.g. Client, employees, mostly women or men, age?	
VIP guests in attendance Please provide a list of your VIP guests and their title	
Guest Speakers Please provide a list of your Guest speakers	
Master of Ceremonies (MC) Please provide name of MC	

STYLING & CENTREPIECES		
Do you have styling planned for the Event space?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Please advise suppliers name, contact details and delivery time of items	Styling Item: Supplier Name: Contact Detail: Date / Time of Delivery & Setup: Date / Time for Packing down & Pickup:	

AV REQUIREMENTS		
Stage: If required there will be a hire fee included of \$500 + GST	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Lectern	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Handheld Microphone: 2 available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
LED Screen	<input type="checkbox"/> Yes	<input type="checkbox"/> No
TV: 4 available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Projectors: 2 available	<input type="checkbox"/> Yes	<input type="checkbox"/> No
HDMI: Please remember to bring a USB-C connection if your computer requires one	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Our preferred AV supplier: Corporate Audio-Visual Pty Ltd P: 03 9329 4666 E: ap@corporateav.com.au		

DELIVERIES	
<p>Please note:</p> <p>RSEA PARK will only accept deliveries strictly up to 1 working day prior to the event.</p> <p>Please advise if you are expecting deliveries for the event, as we may not have availability in the Sanctum for storage of large items the day before.</p> <p>All set-ups to be dismantled and removed from the Sanctum at the conclusion of the event.</p> <p>*Please liaise with the Hospitality Manager if you anticipate next day pick up – Schedule and space availability permitting.</p>	
Delivery Date	
What is being delivered?	
How many items?	
Will a courier be picking the items up after the event?	
If yes, please advise date of collection	
<p>Leftover items</p> <p>It is client's responsibility to pack, label, and arrange shipment for leftover goods at the conclusion of the event.</p> <p>Leftover items not collected within three (3) days of the event will be disposed of.</p>	
Delivery Label	Attention: Chris Ditsas C/ - St Kilda Football Club Event Name: Date of Event: RSEA Park 32-60 Linton Street, Moorabbin, VIC 3189