



## Conference Planner – 2017

Jukskei Park  
Johannesburg  
M: 082 458 2544  
T: 011 704 6222

*(Note: Items marked \* must be filled in before a quotation can be issued)*

<b>CONFERENCE NAME:</b>		
<b>SECTION 1: CALENDAR *</b>		
Date *		
Day of Week *		
<b>SECTION 2: VENUE DETAILS *</b>		
Name *		
Physical Address *		
Contact Person		
Contact Number(s)		
E-Mail Address(s)		
Does the venue have wireless internet (WiFi) facilities which we will be able to use?	Yes / No	
<b>SECTION 3: DELEGATE INFORMATION *</b>		
Number of Delegates *		
Average Age		
Home Language		
Other		
<u>Comments:</u>		



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<b>CONFERENCE NAME:</b>		
<b>SECTION 4: CUSTOMER DETAILS *</b>		
Individual *	Full Name(s) *	
	ID or Passport Number (For Service Contract)	
	Physical Address	
	Contact Number(s) *	
	E-Mail Address(s) *	
Company *	Full Name(s) *	
	Company Registration Number (For Service Contract)	
	Physical Address	
	Contact Number(s) *	
	E-Mail Address(s) *	
<u>Comments:</u>		



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<b>CONFERENCE NAME:</b>			
<b>SECTION 5: SEQUENCE OF EVENTS *</b>			
Overall Conference *	Start Time *		
	End Time *		
	Venue Closing Time:		
Arrival of Delegates	Time(s)		
MC Welcome	Time(s)		
<u>Speaker 1:</u>			
Name:		Start Time:	End Time:
Any Specific Requirements			
<u>Speaker 2:</u>			
Name:		Start Time:	End Time:
Any Specific Requirements			
<u>Speaker 3:</u>			
Name:		Start Time:	End Time:
Any Specific Requirements			
<u>Speaker 4:</u>			
Name:		Start Time:	End Time:
Any Specific Requirements			
<u>Speaker 5:</u>			
Name:		Start Time:	End Time:





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<b>CONFERENCE NAME:</b>		
<b>SECTION 6: CO-ORDINATOR INFORMATION</b>		
Conference Co-ordinator	Name	
	Contact Number(s)	
	E-Mail Address(s)	
Master of Ceremonies (MC)	Name	
	Contact Number(s)	
	E-Mail Address(s)	
Other	Name	
	Contact Number(s)	
	E-Mail Address(s)	
<b>SECTION 7: SERVICE PROVIDER INFORMATION</b>		
Photographer	Name	
	Contact Number(s)	
	E-Mail Address(s)	
Videographer	Name	
	Contact Number(s)	
	E-Mail Address(s)	
Live Musicians	Name	
	Contact Number(s)	
	E-Mail Address(s)	



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<b>CONFERENCE NAME:</b>	
<b>SECTION 8: DÉCOR &amp; THEME INFORMATION (For Lighting Purposes)</b>	
Your <u>Conference Theme</u> if any (Please describe)	
Your <u>Colour Scheme</u> (Please describe)	
The <u>Atmosphere</u> that you want to create (Please describe)	
Is there anything else which you feel we should know about?	
<u>Comments and/or Drawings:</u>	



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CONFERENCE NAME:					
<b>SECTION 9: AUDIO VISUAL, LIGHTING AND OTHER REQUIREMENTS</b>					
<ul style="list-style-type: none"> <li>Items marked with a ✓ are included in the Essential Conference Package</li> <li>Items marked with a ★ are optional extras</li> </ul>					
✓	Professional PA System				Yes / No
✓	1 on site AV Technician for the duration of the event				Yes / No
★	Additional on site AV Technician				Yes / No
✓	2 Wireless Microphones (any type)	Handheld	Headset	Lavalier	Yes / No
★	Additional Microphones	Handheld	Headset	Lavalier	Yes / No
✓	2 Microphone Stands				Yes / No
★	Additional Microphone Stand(s)				Yes / No
★	Data Projector(s)				Yes / No
★	Projector Screen(s)				Yes / No
★	USB Laser Pointer(s)				Yes / No
★	Laptop Computer(s)				Yes / No
★	Portable Voice Recorder				Yes / No
★	Aluminum Lectern Podium				Yes / No
★	Sound Feed for Video Production				Yes / No
★	HD TV Video Screen(s)				Yes / No
★	Up Lighting Effects / Truss Warmers				Yes / No
★	Moving Head/Gobo Lights				Yes / No
★	Programmable 3D Laser				Yes / No



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<b>CONFERENCE NAME:</b>		
<b>SECTION 10: SPECIAL REQUIREMENTS/SERVICES *</b>		
Do you require any of the following? ( <i>optional extras ★ subject to separate quotation</i> )		
★	Standby Generator	Yes / No
★	Professional Photographer	Yes / No
★	Professional Videographer	Yes / No
★	Master of Ceremonies (MC)	Yes / No
★	Live Internet Broadcast of the Conference	Yes / No
★	Live Musicians	Yes / No
★	Sound Support for Live Musicians	Yes / No
★	DJ Service	Yes / No
★	<u>Other:</u> (Please Describe)	
<u>Comments:</u>		





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<b>CONFERENCE NAME:</b>	
<b>SECTION 11: MUSIC REQUIREMENTS</b>	
Please describe the type of music and/or genres that you <u>WOULD LIKE US TO PLAY</u>	
Do you have any type of music and/or genres that you <u>SPECIFICALLY DO NOT WANT US TO PLAY</u>	
Background Music of your choice	Yes / No
Do you have any specific requests and /or songs for the following? <i>(We will work together with you on this to compile a playlist of your choice)</i>	
Music to be played while the delegates arrive and are seated, or enjoy snacks & drinks before the conference starts	
Background Music to be played during Lunch/Dinner & Tea Breaks	







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**CONFERENCE NAME:**

If you have any questions or need to discuss anything, please feel free to contact us.

### **The Mixolydian Music AV Team**

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*The discovery of song and the creation of musical instruments both owed their origin to a human impulse which lies much deeper than conscious intention: the need for rhythm in life... the need is a deep one, transcending thought, and disregarded at our peril. – Richard Baker*

*Mixolydian Music - where Words fail, Music speaks ...*

End/...

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