



administré par / managed by:



50, blvd Maisonneuve  
Gatineau, Qc J8X 4H4

ORGANIZATION:

PHONE NUMBER:

NAME FOR BILLING AND ADDRESS:

COURRIEL:

TÉLÉPHONE:   
TÉLÉCOPIEUR:

CONTACT ON-SITE:

DATE OF EVENT:

SET-UP TIME:

STARTING TIME:

ENDING TIME:

TYPE OF EVENT:

NUMBER OF GUESTS:

BUDGET:

FOOD SERVICE	ROOM STYLE AND ACCESSORIES
--------------	----------------------------

**DAY 1**  
**HOUR**

BREAKFAST

AM BREAK

LUNCH

PM BREAK

OTHERS

PAUSE P.M.

- theater style
- School style of \_\_\_\_\_
- Conference style
- Round table of \_\_\_\_\_
- U style
- Hollow style
- Stage
- Head table of \_\_\_\_\_ persons
- Registration table of \_\_\_\_\_ persons
- Flipchart (\$) \_\_\_\_\_
- Podium
- Easel (\$) \_\_\_\_\_

**NOTE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

OTHERS INFORMATION	AUDIO-VISUEL (v)	NO <input type="checkbox"/>	YES <input type="checkbox"/>
--------------------	------------------	-----------------------------	------------------------------

- Telephone line \$110.00
- Number of telephone line ( ) \_\_\_\_\_
- Screen (\$) \_\_\_\_\_
- Translation box (\$) \_\_\_\_\_
- Microphone (\$) \_\_\_\_\_
- Projector (\$) \_\_\_\_\_
- Internet line (\$) \_\_\_\_\_

**OTHERS DEMANDS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_