



# Couran Cove Island Resort

## Conference Query Form

<b>Contact Details</b>	
Full Name (please print):	
<b>Business/Company Name</b> (if applicable):	
Contact on the day of Conference:	
Telephone (Work):	Mobile:
Email:	
<b>BUDGET FOR TOTAL EVENT :</b>	
<b>Conference Details</b> (please indicate your requirement and complete for each different day of meeting)	
Conference Date for this information:	
Number of Delegates/Guests:	
Conference Start Time:	Conference Finish Time:
Please indicate your catering requirements and time for service below (menu selections are included in your Conference Kit)	
Arrival Tea and Coffee service time:	Time:
Morning Tea service time:	Time: Menu selection:
Lunch service time:	Time: Menu selection:
Afternoon Tea service time:	Time: Menu selection:
<b>ROOM SET UP</b> (includes pads, pens, mints and iced water)	
<input type="checkbox"/> U Shape <input type="checkbox"/> Boardroom <input type="checkbox"/> Cabaret	<input type="checkbox"/> Theatre <input type="checkbox"/> Classroom <input type="checkbox"/> Trade Display
Audio Visual Requirements: 1. .... 2. .... 3. .... Do you require WiFi: Yes / No	Do you require: <input type="checkbox"/> Registration table <input type="checkbox"/> Presenter table (front of room) <input type="checkbox"/> Display table <input type="checkbox"/> Projector table <input type="checkbox"/> Other .....
<b>TEAM BUILDING ACTIVITY</b>	
If you wish to book any of our activities, review the attached activity sheet and let us know what type of activities you might be interested. We will then tailor a package for you (full and half day package are recommended) Activities Required:	
Start time of Activity.....	Delegates participating.....
<b>Accommodation Requirements</b>	
Number of Delegates/Guests	
Sharing (Studio 2 pax), 1 Bedroom (2 pax) 2 Bedroom (4 pax), 4 Bedroom (8 pax)	
<b>Ferry</b>	
Arrival Date:                      Time:	Departure Date:                      Time:
Number of Delegates/Guests:	
Thank You	
Please email this information to our events team on <a href="mailto:events@couran Cove.com.au">events@couran Cove.com.au</a> . Your Event Order will now be prepared from the above information and forwarded to you very soon for approval.	