



Initial Inquiry Form

Florida State University Conference Services

Event Contact Information

First Name: _____

Last Name: _____

Sponsoring Department or
Organization Name: _____

Host Department Contact Person
(if different than Event Contact): _____

Address: _____

City: _____

State: _____

Zip code: _____

Email: _____

Telephone Number: _____

Fax: _____

Preferred contact method: Email Telephone Mail

Client Profile

Please indicate your organization status:

- Academic
- Government
- Non-Profit
- Private

Event Funding Source

Which of the following are funding sources for your event?

- Auxiliary Funds
- E&G Funds
- Grant Funds
- Participant Fees
- Other: _____

Event Information

Event Name: _____

Beginning Day, Date & Time: _____

End Day, Date & Time: _____

Dates Flexible? Yes No

Total Estimated Number of Attendees: _____

Description of Event:

Please provide additional information about your event needs and meeting space requirements. If you would like, attach a sample agenda, room layouts or other detailed information.

Event Services Offered

Please indicate which of the following services will be required for your event so that we may provide more information:

Pre-Event Services	On-Site Event Services	Post-Event Services
<p>Design & Plan</p> <ul style="list-style-type: none"> <input type="checkbox"/> Event design & consultation <i>(i.e., for on-site & webcast events)</i> <input type="checkbox"/> Budgeting & financial planning <input type="checkbox"/> Vendor procurement & selection <i>(Hotel, catering, transportation, etc)</i> <input type="checkbox"/> Program & schedule development <input type="checkbox"/> Online Call for Papers/Presentations <i>(includes marketing, e-mailing, database development, and acceptance/denial notifications)</i> <p>Register & Collect</p> <ul style="list-style-type: none"> <input type="checkbox"/> Online Registration <input type="checkbox"/> Payment collection and processing <input type="checkbox"/> Custom name badges <input type="checkbox"/> CEU credit coordination and management <p>Market & Promote</p> <ul style="list-style-type: none"> <input type="checkbox"/> Webpage design & hosting <input type="checkbox"/> Graphic or multimedia presentation consultation <input type="checkbox"/> Print material design <i>(i.e., Save the Date, Brochure, Registration Form)</i> <input type="checkbox"/> E-Media services <i>(i.e., Webcast, Email Blasts)</i> <input type="checkbox"/> Pre-promotional photography 	<p>Coordinate & Manage</p> <ul style="list-style-type: none"> <input type="checkbox"/> Single point of contact for on-site services <input type="checkbox"/> On-site A/V technical support <input type="checkbox"/> Coordinate contracted vendor services <input type="checkbox"/> Access to FSU Parking <input type="checkbox"/> Access to on-site business services <p>Register & Collect</p> <ul style="list-style-type: none"> <input type="checkbox"/> Onsite Registration <i>(includes fee collection, receipts and name badges)</i> <input type="checkbox"/> Verify & process CEU credit <p>Support & Extend</p> <ul style="list-style-type: none"> <input type="checkbox"/> Audio/Visual Equipment <input type="checkbox"/> Wireless Internet <input type="checkbox"/> Video Conferencing <input type="checkbox"/> Simulcast for virtual conference participant <input type="checkbox"/> Record & archive event for on-demand web viewing <input type="checkbox"/> Event photography <input type="checkbox"/> Digital Video 	<p>Manage & Evaluate</p> <ul style="list-style-type: none"> <input type="checkbox"/> Process approved funds and collections <input type="checkbox"/> Event summary reports <i>(participation, fiscal)</i> <input type="checkbox"/> Event program surveys and evaluation <input type="checkbox"/> Post-event analysis <p>Media</p> <ul style="list-style-type: none"> <input type="checkbox"/> Post-event digital editing <input type="checkbox"/> Website update and hosting <input type="checkbox"/> On-demand webcasting <input type="checkbox"/> Post-event photography uploaded <i>(to webpage or for email blasts)</i> <input type="checkbox"/> Output presentations to DVD <p>Ancillary Programs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Would you like Conference Services to suggest or arrange any special tours, activities, teambuilding or other events? <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

Any additional service requests:

Email this form to: conferencing@campus.fsu.edu
Thank you for your interest in the FSU Conference Center.
 An Event Coordinator will contact you regarding your event within 48 hours (Monday - Friday).
 We look forward to working with you!