

Event check-list - Have you thought of everything?

From our many years of experience, we know that a successful event depends, more than anything, on at least 100 minor matters that must be carefully planned down to the last detail. Our check-list will help you to make sure you have not forgotten anything.

TRANSFERS

How are the participants travelling?

- Independently or with travel companies
- Shuttle from the railway station
- Shuttle from the airport

HOTELS

- 3 star hotels (please bear in mind that this category of hotel does not usually have conference rooms available!)
- 4 star hotels
- 5 star hotels

Is there an upper limit on your budget that you must take into consideration in the price of the rooms?

- Yes, this is _____ €
- No

CONFERENCE

Do you need a conference room?

- Yes
- No

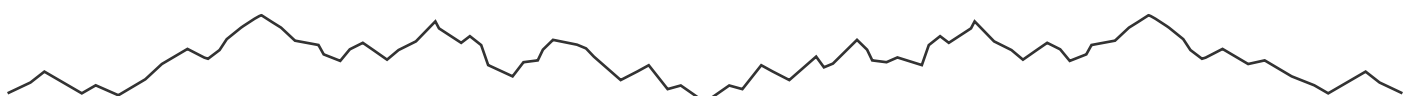
For how many people? _____ For how many days? _____

What technology do you need?

- projector
- flip charts
- screen
- pads / pens
- metaplan boards
- facilitator's toolbox

Would you like drinks to be provided in the conference room?

- coffee / tea
- water
- soft drinks
- Other: _____



+49 6032 9389045



+49 6032 9689046



INFO@ALPENSTIEG.COM

COFFEE BREAKS

(If your conference lasts the whole day, we recommend two coffee breaks: morning – and afternoon)

What would you like to offer?

- | | | |
|-------------------------------------|------------------------------------|------------------------------------|
| <input type="radio"/> pastries | <input type="radio"/> cakes | <input type="radio"/> Other: _____ |
| <input type="radio"/> fruit basket | <input type="radio"/> fruit salad | _____ |
| <input type="radio"/> crudités/dips | <input type="radio"/> mini quiches | _____ |
| <input type="radio"/> pretzels | <input type="radio"/> biscuits | _____ |

What drinks should be chosen beforehand?

- | | |
|------------------------------------|------------------------------------|
| <input type="radio"/> coffee / tea | <input type="radio"/> soft drinks |
| <input type="radio"/> water | <input type="radio"/> Other: _____ |

LUNCH

If you are attending a conference, it is better to choose a light lunch, so that it will be easier to start in the afternoon...

How many lunches do you have to select?

- | | | |
|------------------|--|--|
| Lunches at _____ | <input type="radio"/> already selected | <input type="radio"/> still to be picked |
| Lunches at _____ | <input type="radio"/> already selected | <input type="radio"/> still to be picked |
| Lunches at _____ | <input type="radio"/> already selected | <input type="radio"/> still to be picked |

What drinks should be chosen beforehand?

- | | |
|------------------------------------|------------------------------------|
| <input type="radio"/> coffee / tea | <input type="radio"/> soft drinks |
| <input type="radio"/> water | <input type="radio"/> Other: _____ |

Dinner

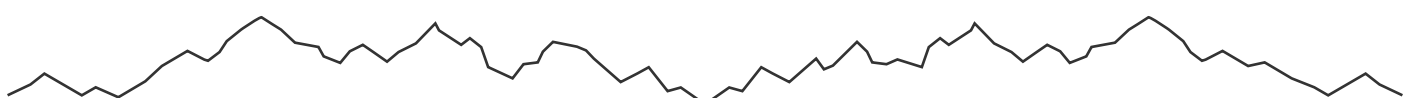
A mixture of authentic simple food and outstanding fine dishes goes down well!

How many dinners do you have to select?

- | | | |
|------------------|--|--|
| Dinners at _____ | <input type="radio"/> already selected | <input type="radio"/> still to be picked |
| Dinners at _____ | <input type="radio"/> already selected | <input type="radio"/> still to be picked |
| Dinners at _____ | <input type="radio"/> already selected | <input type="radio"/> still to be picked |

What drinks should be chosen beforehand?

- | | | |
|---------------------------------|--------------------------------|----------------------------------|
| <input type="radio"/> aperitifs | <input type="radio"/> red wine | <input type="radio"/> white wine |
|---------------------------------|--------------------------------|----------------------------------|



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OUTDOOR PROGRAMME

Do you already know what mountain activities you would like to do?

Summer events

- via ferratas
- climbing
- biathlon
- trekking tours
- treasure hunt
- Segway tours
- glacier tours
- Adventure Day
- bobsleighting

Winter events

- ice climbing
- igloo building
- cross-country skiing
- sledging
- snowshoe tour
- ice-stock shooting
- ski-jumping
- bobsleighting
- husky tour
- biathlon
- ski touring & freeriding

- No, we have not yet decided and need your advice!

Do your staff know what clothing and shoes they need to take with them?

- Yes, they know
- No, they need a short "kit list"!



You are also welcome to send us the check-list by fax or email, and we will be happy to design your event using the detailed information provided.



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