

CULTIVATED

INITIAL CALL - CLIENT QUESTIONNAIRE

Event name _____

What is the event about & what is its objective? _____

Contact Person _____ Previous location _____

History

Is this a new event or has this been done in the past? _____

If not new, when was the last event? _____

If not in Javits Center, where was it? _____

If in Javits Center, what went well & what needs improvement? _____

How many guests was there during the last event? _____

Any important information to share? _____

Event info

Event Dates & times _____

Guest Count (per day) _____

Attendees Demographic _____

Are there food allergens we need to take into consideration? _____

Budget

Overall F&B spend _____

Per Person Budget _____

Event Schedule/Run of Show _____

Contract Contact

Name _____ Title _____

Contact information _____ Company address _____

Billing Contact

Name _____ Title _____

Contact information _____ Company address _____

Payment Method

Procedure for paying vendors _____

Do they need to set us up as a vendor in a platform? YES NO

Vendor Platform information _____

Check Credit card ACH/wire

Floorplans of Event _____

Exhibitors/Ancillary Events _____

Restaurant & Café/Concessions

R&C spaces activation? YES NO

Regular R&C spaces Show floor

After Call

Timeline Catering menus Catering agreement

Other: _____

Service

Disposable China

Water cooler needs _____

Activations _____

Linen _____

F&B Samples _____

Buyout _____

Ice _____

Food Trucks needs _____

Electrical requirements _____

Communicate to the client that all electrical needs for their event including power for their food & beverage set-up will be charged by Javits to them.

Client acknowledged electrical cost responsibility:

DATE: _____

ESM _____

Voucher

Will there be voucher needs for the event? YES NO

NOTES: