

宴会客人需求确认清单

	Discussed Item	YES/ NO	Remarks
1	Any events on waiting list 任何在等候名单上的活动		
2	Lunch venues confirmed 午餐地点确认		
3	Menu confirmed 菜单确认		
4	Set up time confirmed 设定时间确认		
5	Arrangement of vehicles 用车安排		
6	Set-up drawings received 收到设置图纸		
7	Any decoration to be displayed (e.g. Hanging up Banner) 任何要展示的装饰物		
8	Fire exit importance explained 消防出口重要性说明		
9	AV requirement discussed AV 需求讨论		
10	Self brought in beverage 自带饮料		
11	Corkage charge 开瓶费		
12	Internet access required 互联网接入要求		
13	Payment discussed and described in contract 在合同中讨论和描述付款		
14	Floral arrangements discussed 花卉安排讨论		
15	Signage confirmed 标志确认		
16	Parking coupons 停车优惠券		
17	Training materials to be delivered 提供培训材料		
18	Accommodation 住宿（入住、退房时间） (e.g. Rooming list)		