



PricewaterhouseCoopers BusinessCommunityCenter

Fax Reservation Request: +420 251 156 858

Name: _____ Phone: _____

Company: _____ Fax: _____

Event Title: _____ e-mail: _____

Event Date(s): _____ Signature: _____

Event Description

Facilities

(Set up of Room and/or Break-out Areas to be discussed)

- Boardroom (20 people)
- Boardroom break-out area
- 1 Conference room (40 people)
- 2 Conference rooms (80 people)
- 3 Conference rooms (120 people)
- Conference break-out area
- Meeting room (6-16 people)
- PwC Club & terrace (100 people)

Number of Attendees

Administration

- Registration desk
- Business desk (fax, secretary support, photocopying)
- Hostess(es)
- Parking
- Cloakroom attendant
- Badges for delegates
- Other (please specify, e.g. disabled)

Other Requirements

- Photographer
- Live music
- Gifts for speakers/participants
- Flower decoration
- Menu cards

Catering

Welcome Drink

and/or tea/coffee break

- BUDGET: tea/coffee, soft drinks, biscuits
- PROFESSIONAL: tea/coffee, soft drinks, fruit plate, sandwiches
- SUPERIOR: tea/coffee, soft drinks, fruit plate, sandwiches, pastries and cakes

Lunch

- Request menus available for each category
- BUDGET
- PROFESSIONAL
- SUPERIOR
- Lunch boxes
- Buffet
- Other (please specify)

PwC Club

- BBQ
- Hot buffet/ Cold buffet
- Open bar
- Lunch cafeteria facilities
- Cocktails

Special Dietary Requirements

- Vegetarian
- Gluten-free
- Other (please specify)

Technical Requirements

Please state number where applicable.

- Flipchart
- White board
- Smartboard
- Overhead projector
- Data projector
- Screen
- Laser pointer
- Notebook computer for presentation
- TV and video
- Video camera
- DVD/CD player
- Lapel microphone
- Desk microphone
- Wireless microphone
- Telephone
- Teleconferencing
- Videoconferencing
- Simultaneous translation
- Video production and promotion on entrance TVs
- Technical support outside of normal business hours
- Other, please specify

Note: We will contact you to confirm your reservation and discuss your requirements in detail