

Mills Media Group

2 Morpeth Wharf, Twelve Quays, Wirral. CH41 1LF

Tel: 0151-649 3600

Fax: 0151-649 3700

www.millsmediagroup.com



LIVE EVENT PRODUCTION BRIEF	
Company Name:	Main Contact:
Tel No:	Fax No:
Mobile No:	Date:
Address:	
Email address:	
Company website: www.	
Date you require our written proposal and visuals:	

The following briefing questions have been written to determine your requirements for the proposed event or awards evening . Please ring Freephone 0800-137031 to discuss your event in more detail.

The questions are divided into 5 sections. Please ignore the questions that are not relevant to your specific event. The sections are as follows:

Section No	Details	Page No
1	Event, Dates, Venue & Guests Covers the reason for the event, proposed dates, guests and preferred venue.	2
2	Speeches, Awards & Presentations Deals with the speakers, presentations required and delegate information.	3
3	Set, AV Equipment & Facilities Covers all aspects of room layout, technical requirements and workshops.	4
4	Hosting & Entertainment Hosts, guest speakers, and entertainment.	5
5	Budget & Other Information Allows you to clarify your budget and detail any further information that may assist us in preparing your proposal and quote.	6

SECTION 1 – EVENT, DATES, VENUE & GUESTS

<p>1. What is the name of the event?</p>	
<p>2. What is the purpose of the event?</p>	
<p>3. Who is attending?</p> <p><i>How many guests will attend?</i></p>	<p>Staff <input type="checkbox"/> Customers <input type="checkbox"/> Public <input type="checkbox"/></p> <p>Invited Guests <input type="checkbox"/> Members <input type="checkbox"/></p> <p>50-100 <input type="checkbox"/> 101-250 <input type="checkbox"/> 251-500 <input type="checkbox"/></p> <p>501-1,000 <input type="checkbox"/> 1,000 + <input type="checkbox"/></p> <p>Please specify the actual number if known <input type="text"/></p>
<p>4. What date is the event?</p>	<p><input type="text"/> / <input type="text"/> / <input type="text"/> No of days <input type="text"/></p>
<p>5. What date does the event finish?</p>	<p><input type="text"/> / <input type="text"/> / <input type="text"/></p>
<p>6. Please specify timings for the event on each day?</p>	<p>Start 1 <input type="text"/> Finish 1 <input type="text"/></p> <p>Start 2 <input type="text"/> Finish 2 <input type="text"/></p>
<p>7. Have you booked a venue? If so where & what size?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Venue Name:</p> <p>Function suite name & size:</p> <p>Contact Name:</p> <p>Telephone:</p>
<p>8. Have you done a recce?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>9. Have you booked additional time for rigging?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please supply dates & times</p>
<p>10. Do you require us to undertake a free venue finding service?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p>11. What is your preferred geographical location for the venue? (UK, Overseas etc)</p>	<p>1st Preference <input type="text"/></p> <p>2nd Preference <input type="text"/></p> <p>Please provide more details</p>
<p>12. Do you need guest accommodation?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify numbers <input type="text"/></p>
<p>13. Is a formal dinner required?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please specify numbers & date <input type="text"/></p>
<p>14. How do you want the message or theme to be put across on the set?</p> <p><i>Are there current styles you wish to use?</i></p> <p><i>Do you require sponsors logos etc to feature on the set?</i></p>	
<p>15. Will this event be repeated on a regular basis?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Quarterly <input type="checkbox"/> Half Yearly <input type="checkbox"/> Annually <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>

SECTION 2 – AWARDS & PRESENTATIONS

<p>16. How many speeches will there be?</p>	<p>1- 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5 + <input type="checkbox"/></p> <p>Please specify the actual number if known <input type="text"/></p>
<p>17. How many awards will there be?</p>	<p>1- 5 <input type="checkbox"/> 6-10 <input type="checkbox"/> 10 + <input type="checkbox"/></p> <p>Please specify the actual number if known <input type="text"/></p>
<p>18. Is there a running order available?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Please provide more details</p>

19. What type of presentations will be required?	Powerpoint <input type="checkbox"/> Video <input type="checkbox"/> DVD/CD <input type="checkbox"/> Other <input type="checkbox"/>
20. Will an introductory video or video inserts be used at the event?	Yes <input type="checkbox"/> No <input type="checkbox"/> Which format? DVD <input type="checkbox"/> VHS <input type="checkbox"/> Other <input type="checkbox"/>
21. Do you require creative design with the presentations or multimedia/video production services?	Yes <input type="checkbox"/> No <input type="checkbox"/> Please provide more details
22. What is your preferred room layout for the event?	Theatre <input type="checkbox"/> Banquet <input type="checkbox"/> Cabaret <input type="checkbox"/> Round – 8's <input type="checkbox"/> Round 10's <input type="checkbox"/> Round 12's <input type="checkbox"/>

SECTION 3 –SET, AV EQUIPMENT & FACILITIES

23. What set and stage do you require?	Island stage <input type="checkbox"/> Full stage <input type="checkbox"/> Flatwall set <input type="checkbox"/> Astralite set <input type="checkbox"/> Themed set <input type="checkbox"/> Lecterns <input type="checkbox"/> Quantity <input style="width: 50px;" type="text"/> Awards Counter <input type="checkbox"/> No of projection screens 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3+ <input type="checkbox"/> Rear Projection <input type="checkbox"/> Front <input type="checkbox"/> (dependent on venue) Set Logos <input type="checkbox"/> Set Graphics <input type="checkbox"/> Gobos <input type="checkbox"/> Starcloth <input type="checkbox"/> Sails <input type="checkbox"/> Drapes <input type="checkbox"/>
24. What technical equipment do you require for the event?	Data projector <input type="checkbox"/> Laptops <input type="checkbox"/> Video Play-in <input type="checkbox"/> Plasma Screens - qty <input style="width: 50px;" type="text"/> Live Cameras <input type="checkbox"/> Remote picture feed <input type="checkbox"/> PA system <input type="checkbox"/> Lectern Mics <input type="checkbox"/> Handheld radio mic (roving) - qty <input style="width: 50px;" type="text"/> Neck tie radio mic (lapel) - qty <input style="width: 50px;" type="text"/> Speaker spots <input type="checkbox"/> Stage wash <input type="checkbox"/> Set uplighters <input type="checkbox"/> Complex lighting <input type="checkbox"/> Pyrotechnics <input type="checkbox"/> External lighting <input type="checkbox"/>

25. Will the presenters require visual aids?	7" Comfort Monitor <input type="checkbox"/> 15" Personal Monitor <input type="checkbox"/> Autocue <input type="checkbox"/>
26. What services are required for Disabled guests in keeping with DDA regulations?	Disabled access to stage <input type="checkbox"/> Hearing Loops <input type="checkbox"/> Signing <input type="checkbox"/> Palantypist <input type="checkbox"/> Please list any other specific requirements
27. Do you need the event recording?	Yes <input type="checkbox"/> No <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/>
28. Do you require PR photography of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION 4 – HOSTING & ENTERTAINMENT

29. Do you need an Event Host or Chairperson?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details including budget
30. Do you need guest speakers? E.g. Inspirational, Celebrity or industry personalities	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details including budget
31. Do you require entertainment?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details including budget Disco <input type="checkbox"/> Live Band <input type="checkbox"/> Comedian <input type="checkbox"/> Look-a-likes <input type="checkbox"/> Sound-a-likes <input type="checkbox"/> Magician <input type="checkbox"/> Are they supplying there own PA system? Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>32. Will partners or colleagues be accompanying the guests?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide more details</p>
---	---

SECTION 5 – BUDGET & OTHER INFORMATION

<p>33. What is your budget?</p>	<p>Under 5K <input type="checkbox"/> 5-10K <input type="checkbox"/> 10-25K <input type="checkbox"/></p> <p>25 - 50K <input type="checkbox"/> 50K + <input type="checkbox"/></p> <p>Please specify your budget <input type="text" value="£"/></p> <p>Complete event <input type="checkbox"/> Staging & AV only <input type="checkbox"/></p>
--	--

<p>34. Is there any further information to assist us in the preparation of a detailed proposal and quote for your event?</p> <p><i>e.g. Video footage, pictures of previous events.</i></p> <p><i>Please supply any relevant company literature which will assist us in planning your conference or live event.</i></p>	
--	--

<p>35. Please give an alternative point of contact in case of holidays or absence?</p>	<p>Alternative Contact Name: _____ Phone no: _____</p> <p>Email address: _____ Mobile: _____</p>
---	--