



# Event Planning Worksheet

Thank you for your interest in a custom Event or Meeting package from SelectATicket.com. At SelectATicket.com, we specialize in taking the work out of planning meetings and group events so you can focus on your business. To get started, simply fill in the applicable information below and a SelectATicket.com representative will contact you to discuss the details of your event.

## Your Contact Info:

Name

Address  Suite/Apt/Mail Stop

City  State  Zip Code

Phone Number  Email Address

## Details Of Your Event/Meeting:

Number Of Attendees  Event Budget (Total)  Per Person Budget

Host City, State/Country

Event Start Date  Event End Date

## Your Needs:

- Event Tickets
- Industry Speakers
- Ground Trans.
- Dining/Meals
- Hotel/Lodging
- Welcome Bags
- Meeting Space
- Air Travel
- Parking

## Event Ticket Needs: (Optional)

Event/Concert  Venue  State

Date of Event  Time of Event  Number of People  Per Person Budget

## Additional Notes: