



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:

- | | | |
|--|--|--|
| <input type="checkbox"/> Event Tickets | <input type="checkbox"/> Industry Speakers | <input type="checkbox"/> Ground Trans. |
| <input type="checkbox"/> Dining/Meals | <input type="checkbox"/> Hotel/Lodging | <input type="checkbox"/> Welcome Bags |
| <input type="checkbox"/> Meeting Space | <input type="checkbox"/> Air Travel | <input type="checkbox"/> Parking |

Event Ticket Needs: (Optional)

Event/Concert Venue State

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

Additional Notes: