THE FLORIDA STATE UNIVERSITY
CENTER FOR ACADEMIC & PROFESSIONAL DEVELOPMENT

Initial Inquiry Form

Florida State University Conference Services

Event Contact Information

First Name: _____

Last Name: _____

Sponsoring Department or Organization Name: _____

Host Department Contact Person *(if different than Event Contact)*: _____

Address: _____

City: _____

State: _____

Zip code: _____

Email: _____

Telephone Number: _____

Fax: _____

Preferred contact method: ☐ Email ☐ Telephone ☐ Mail

Client Profile

Please indicate your organization status:

- ☐ Academic
- ☐ Government
- ☐ Non-Profit
- ☐ Private

Event Funding Source

Which of the following are funding sources for your event?

- ☐ Auxiliary Funds
- ☐ E&G Funds
- ☐ Grant Funds
- ☐ Participant Fees
- ☐ Other: _____

Event Information

Event Name: _____

Beginning Day, Date & Time: _____

End Day, Date & Time: _____

Dates Flexible? ☐ Yes ☐ No

Total Estimated Number of Attendees: _____

Description of Event:

Please provide additional information about your event needs and meeting space requirements. If you would like, attach a sample agenda, room layouts or other detailed information.

Event Services Offered

Please indicate which of the following services will be required for your event so that we may provide more information:

Pre-Event Services

Design & Plan

- ☐ Event design & consultation *(i.e., for on-site & webcast events)*
- ☐ Budgeting & financial planning
- ☐ Vendor procurement & selection *(Hotel, catering, transportation, etc)*
- ☐ Program & schedule development
- ☐ Online Call for Papers/Presentations *(includes marketing, e-mailing, database development, and acceptance/denial notifications)*

Register & Collect

- ☐ Online Registration
- ☐ Payment collection and processing
- ☐ Custom name badges
- ☐ CEU credit coordination and management

Market & Promote

- ☐ Webpage design & hosting
- ☐ Graphic or multimedia presentation consultation
- ☐ Print material design *(i.e, Save the Date, Brochure, Registration Form)*
- ☐ E-Media services *(i.e., Webcast, Email Blasts)*
- ☐ Pre-promotional photography

On-Site Event Services

Coordinate & Manage

- ☐ Single point of contact for on-site services
- ☐ On-site A/V technical support
- ☐ Coordinate contracted vendor services
- ☐ Access to FSU Parking
- ☐ Access to on-site business services

Register & Collect

- ☐ Onsite Registration *(includes fee collection, receipts and name badges)*
- ☐ Verify & process CEU credit

Support & Extend

- ☐ Audio/Visual Equipment
- ☐ Wireless Internet
- ☐ Webcast for virtual conference participant
- ☐ Record & archive event for on-demand web viewing
- ☐ Event photography
- ☐ Digital Video
- ☐ Teleconferencing
- ☐ Interactive Webcast
- ☐ Post Event Questions Posted

Post-Event Services

Manage & Evaluate

- ☐ Process approved funds and collections
- ☐ Event summary reports *(participation, fiscal)*
- ☐ Event program surveys and evaluation
- ☐ Post-event analysis

Media

- ☐ Post-event digital editing
- ☐ Website update and hosting
- ☐ On-demand webcasting
- ☐ Post-event photography uploaded *(to webpage or for email blasts)*
- ☐ Output presentations to DVD

Ancillary Programs

- ☐ Would you like Conference Services to suggest or arrange any special tours, activities, teambuilding or other events?

_____

_____

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_____

Any additional service requests:

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_____

_____

_____

Email this form to: **conferencing@apps.fsu.edu**

Thank you for your interest in the Florida State Conference Center.

An Event Coordinator will contact you regarding your event within 48 hours (Monday - Friday).

We look forward to working with you!