



EVENT INFORMATION

1. Name of Sponsor: -----
2. Date of event: -----
3. Telephone/Fax No. of Sponsor: -----
4. Nature of event with details of proceedings and content for e.g. product promotion, corporate evening, reception with musical or dance performance, awards ceremony buffet dinner etc) -----

5. Number of guests: -----
6. Estimated duration of event: -----
7. Date and duration of setting up: -----

8. Name of event manager (if any): -----
9. Tel/Mob/Fax of event manager responsible for event : -----
10. Name of company arranging security for event: -----
11. Will any emergency services be associated with the event? (Fire, police depts. etc) -----
12. Nature of any publicity planned accompanying the event: (print advertising, banners, flyers etc.) -----
13. Will there be television coverage? If so, details of channel responsible: -----

In order for us to process your request, kindly complete this questionnaire and return it to the Mohatta Palace Museum. All information supplied will be treated as confidential.

Signature: -----
Date: -----