MEETING ROOM RESERVATION

date: _____ time: _____ nr of participants: _____

meeting for: _____ meeting: ○ intern ○ extern

floor/room name (preffered): _____

set up: ○ vc ○ presentation ○ normal

name meeting: _____ ○ flipchart

SPECIALS: HOTEL, TRANSPORTATION, FOOD FACTS ETC.

_____

_____

_____

_____

CATERING

○ Breakfast ○ Lunch ○ Dinner ○ Apéro

Booked by front office, name: _____

date: _____ time: _____

PAYMENT INFO'S ONLY IF CATERING IS REQUESTED

_____

_____

_____

ROOM SET UP (ONLY FOR FRONT OFFICE)

○ water with Gas
○ water without Gas
○ coke
○ coke Zero
○ tea
○ milk

○ cups (coffee/ Espresso)
○ sugar
○ spoons
○ saucers
○ napkin
○ plates
○ pads

○ pencil
○ bloc
○ pinboard
○ flipchart

Name MA FO _____ MA FO _____

received by: _____ Date: _____

SENDEN

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