

**Central Events and Conferencing Office
Virtual Event Booking Form**

Please provide the most up to date/relevant information to help us make your event a success

Please note that Stellenbosch University has branding and trademark requirements that needs to be adhered to in terms of any SU [Link to Stellenbosch University website](#) logo use and sponsorship guidelines. Please enquire from CECO

1. Name of event

2. Event Type
Please click on the dropdown list below

Other

3. Timeline/Important dates and times

Please indicate your preferred dates and times:

Rehearsal 1 (Read through script)	
Final rehearsal (before event day)	
Event day	
Debrief date:	

4. Event set up **Please answer the below questions** Yes No

Do you want your event to be live?
 Do you require a studio set up? If Yes please indicate venue you have in mind (in the block provided)
 Do you want to have pre-recorded sessions and then broadcast on the day?
 Do you want to stream the event content online? If Yes, indicate Facebook, Vimeo, YouTube? (in the block provided)

5. Please indicate the platform functionalities you require:

- Live polls
- Chat box
- Moderated Q&A session
- Networking / Breakaway sessions
- Games
- Virtual exhibition booths
- Virtual tours
- Live newsfeed
- Download documents for attendees



Yes No

Do you have a draft programme for the event?

If Yes, please include this in your email.

7. Attendee numbers

Attendees

Speakers

Organising committee

8. Services CECO will provide

Guidance on choosing a platform

Planning & General management

Supplier liaison

Speaker & Facilitation management

Event timeline & programme management

Event production & packaging

Post event report

9. Please indicate which additional services you require

Design services

Save the date and invitations

Music broadcast licenses

Live studio set up & production

Facilitate video production & editing

Facilitate games during the event

Marketing and branding

Lunch boxes & logitics

Facilitate prizes

Facilitate medals / trophies

Speaker management

Highlight marketing video

Unedited recording of event

Appointment MC/Programme Director

Auto cue / Transcription services

Translation services

Website / registration page

Background music during the event

Other:

10. Any other information

11. Please give a brief overview of the event

Please complete the customer details on the next page.



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12. Customer Details

First time customers(Companies) please fill out the section

below: Company name

Company registration number

Company VAT number

physical address

Billing address

Primary contact person

telephone (W)

telephone (C)

email

Secondary contact person

telephone (W)

telephone (C)

email

First time customers(Individuals) please fill out the section

below Individual Full name

ID number

email

physical address

Billing address

Existing Customers please fill out the section below

Company name

Primary contact person

telephone (W)

telephone (C)

email
