

## Media Edge – ICPD25 Side Events Request Form

Contact Us at [info@mec.ke](mailto:info@mec.ke) or at +254-722956289

Please complete this form to the best of your ability. Please leave any areas blank that you are not sure of/that you wish for the event organizer to propose/suggest.

### I. Please tell Us About Your Event

Event Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

(Set-up Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_)

Event Name: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

\_\_\_\_\_

Event Goals: \_\_\_\_\_

\_\_\_\_\_

What advertisements do you plan to use to promote this event (if any): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### This event will have

- Event Tickets
- Guest Speaker(s) (please provide some detail on speakers and requirements)
- Vendors (please describe what items will be sold)

**II. Room/Space/Decor Request (Check all that apply)**

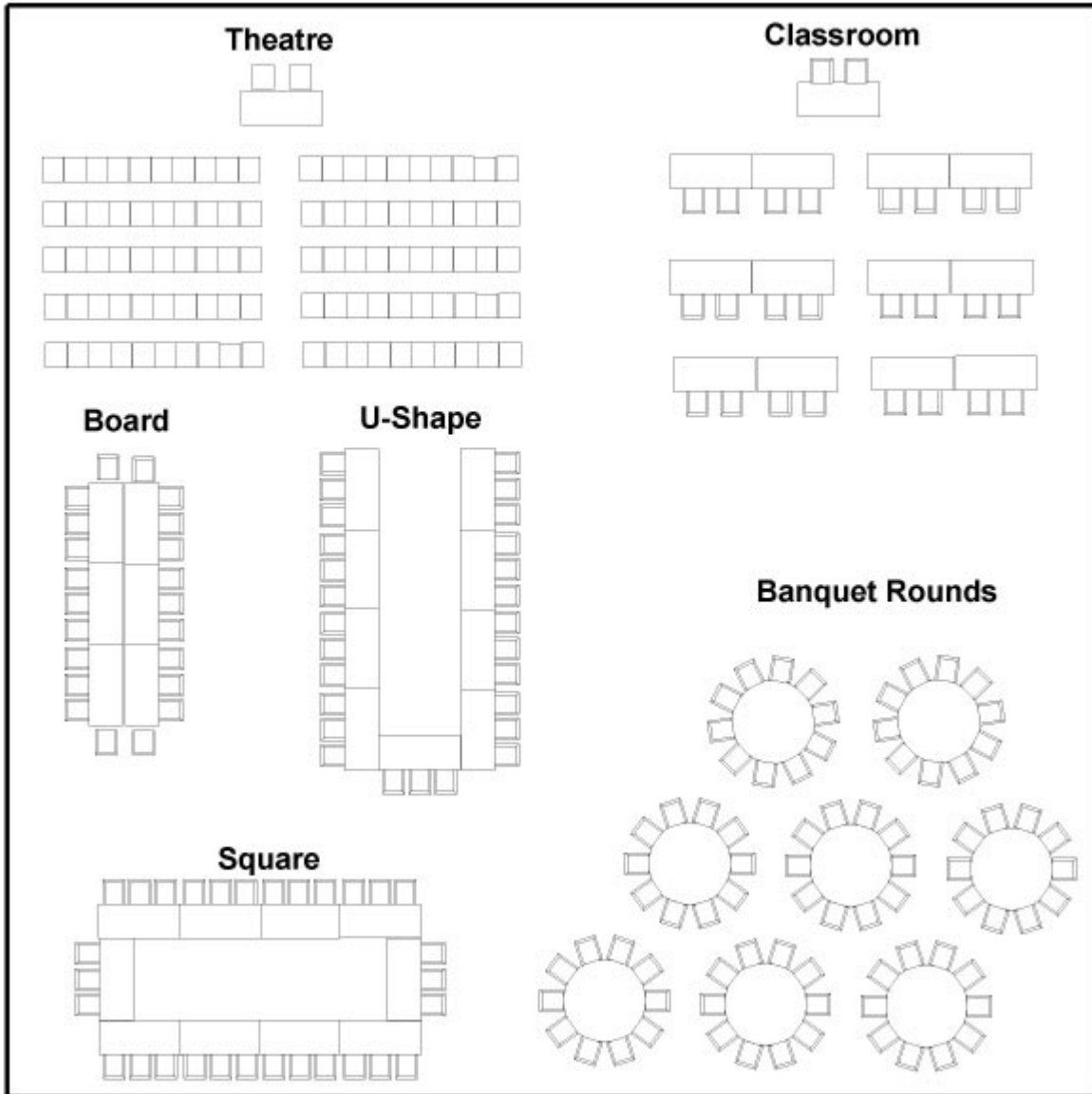
Large Rooms	Mid Sized Rooms	Small/Meeting Rooms	Other Spaces
<input type="checkbox"/> Ballroom indoor	<input type="checkbox"/> Meeting room	<input type="checkbox"/> Boardroom	<input type="checkbox"/> Exhibition
<input type="checkbox"/> Large tent/hall outdoor	<input type="checkbox"/> Mid size tent outdoor	<input type="checkbox"/> Pagodas (3by3m)	<input type="checkbox"/> Outdoor terrace
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Restaurant
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Garden

Please tick all that apply

		Additional details
<b>Theme colors/style</b>	<input type="checkbox"/> Special Theme (describe) <input type="checkbox"/> Color theme (describe)	
<b>Event seating style (please select one)</b>	<input type="checkbox"/> Cocktail <input type="checkbox"/> Theater <input type="checkbox"/> Banquet <input type="checkbox"/> Classroom	
<b>Number of tables</b>	<input type="checkbox"/> Round <input type="checkbox"/> Rectangular	
<b>Number of Chairs</b>	<input type="checkbox"/> Banquet Chairs plain <input type="checkbox"/> Banquet chairs with covers <input type="checkbox"/> Chiavari chairs <input type="checkbox"/> Other decorative chairs	
<b>Stage</b>	<input type="checkbox"/> Small (2 by 4m) <input type="checkbox"/> Medium (4 by 6M) <input type="checkbox"/> Large (8 by 10m and above)	
<b>Panel Chairs/Stage furniture</b>		
<b>Centerpieces (floral)</b>		
<b>Lighting</b>	<input type="checkbox"/> Ambient (plain) <input type="checkbox"/> Mood lighting/colored lights <input type="checkbox"/> Chandeliers	
<b>Other requirements for decor</b>		

Please circle the desired set up style

## Set-up Styles



### III. Event Support required

#### a. Meeting Support Requests

	Additional Details
<input type="checkbox"/> Flip Charts <input type="checkbox"/> Handouts/Copies <input type="checkbox"/> Microphones <input type="checkbox"/> PA System <input type="checkbox"/> TV's/Projectors <input type="checkbox"/> Podium <input type="checkbox"/> Programs <input type="checkbox"/> Menus	

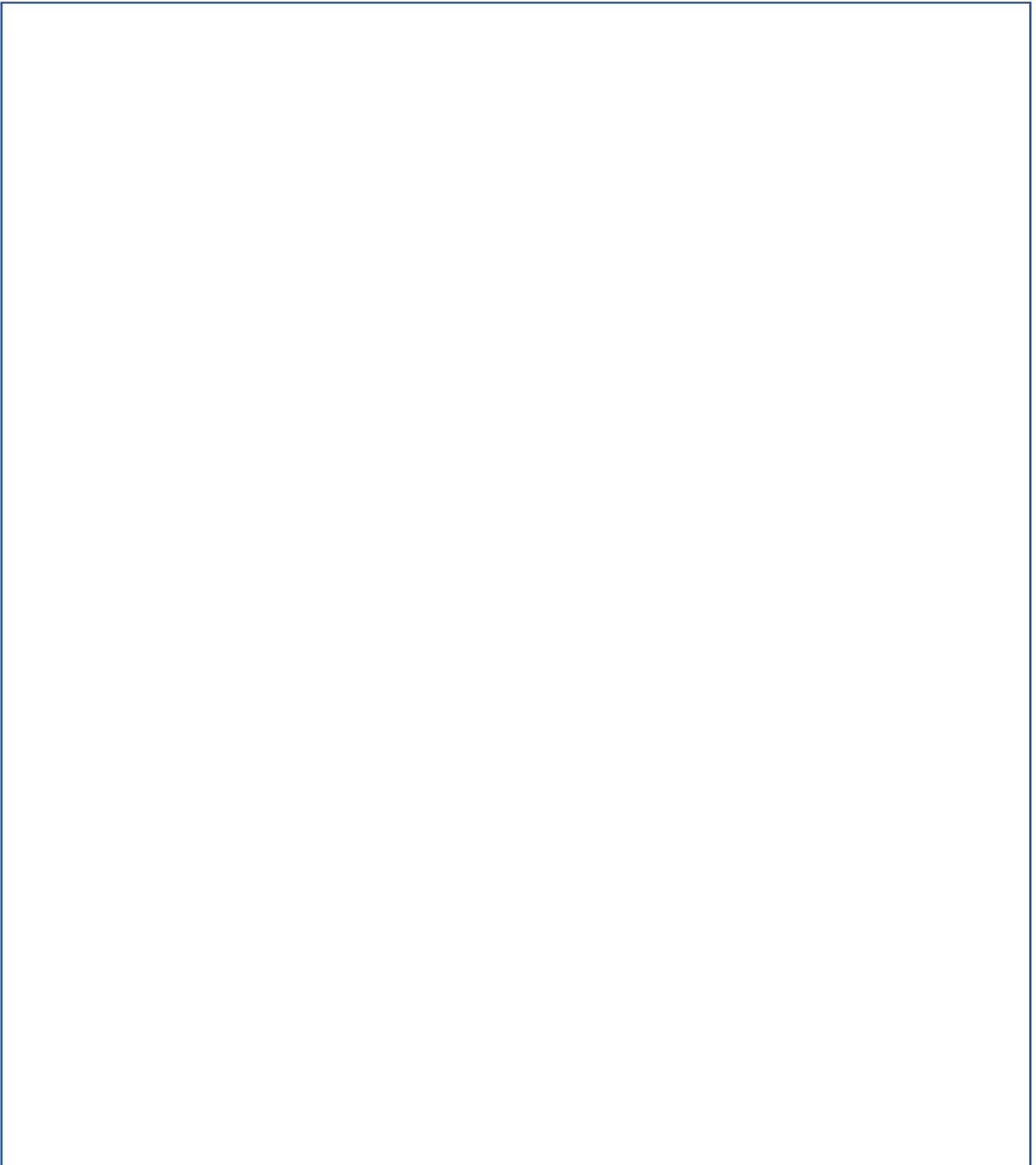
#### b. Catering Requests

	Additional Details
<input type="checkbox"/> Gala Dinner/dance <input type="checkbox"/> Dinner <input type="checkbox"/> Luncheon <input type="checkbox"/> Breakfast <input type="checkbox"/> Cocktail <input type="checkbox"/> Other (please describe	

#### c. Entertainment Requests

<input type="checkbox"/>	Additional Details
<input type="checkbox"/> Emcee/moderator <input type="checkbox"/> Band/musical act <input type="checkbox"/> Piped music <input type="checkbox"/> Other act/entertainment (Please describe)	

**IV. Use this side to Illustrate Room set up (if necessary)**

A large, empty rectangular box with a thin blue border, intended for illustrating the room set up for an event. The box is currently blank.

**V. Other;**

Please provide any other details that may be relevant to the execution of this event

**VI. Requester Details**

**Thank you for taking the time to provide this information**

*Please note: The completion of this form does not confirm that your request will be fulfilled. We will revert with any further questions and/or a quotation. All confirmations will be emailed along with a budget/budget implications.*

Requester Name; .....

Requester Designation.....

Requester Signature:.....

Requester Mobile Phone:.....

Requester Email:.....

Date Request Submitted:.....

Internal Use Only

Approved? Yes  No  Signature: ..... Date:.....

**Important Note;**

All contracting of side events will be directly between Media Edge and the Client. Please note that the funding of all side events will be the sole responsibility of the event organizer and UNFPA will not be responsible for the provision of any support.

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