

Once we have received your enquiry, we will send you a non-binding offer for organizing an event based on the information you provide, as well as detailed suggestions regarding locations and catering.

Company		Department / contact	
Full address, postal code, town, country			
Tel., fax		e-mail	

Make the most of your time in Cologne and present yourself in your best light as the perfect host!
 Cologne offers a wealth of opportunities.

Preferred date of event:

Time:

Theme of event: (if known)

- Day event
- Evening event
- Event of two or more days

1 Type of event:

- Product presentation
- Press conference
- Cocktail reception
- Teamwork/team building session
- Party
- Guided tour of Cologne:
 - English
 - German
 - Other _____
- Theatre / concert / opera
- Other event (e.g. excursion):

Would you like further information or a one-to-one discussion of your particular requirements?

3 Number of participants:

- 10 to 25
- 50 to 100
- 300 to 500
- 1000 to _____
- 25 to 50
- 100 to 300
- 500 to 1000

Exact number (if known): _____ participants

4 Catering:

- Standing reception:
 - Finger food
 - Buffet
- Sit-down meal:
 - Menu
 - Buffet

5 Supporting programme:

- Presentation
- Comedy
- Artistes
- Promotion
- Photographer
- Entertainer (audience interaction)
- Music
 - Modern
 - Classical
 - Jazz
 - DJ

2 Preferred event venue:

- Trade fair centre
- Surrounding area
- Historic building
- Cinema / theatre
- Marquee
- Restaurant
- Other:
- Close to trade fair
- City centre
- Modern building
- Hall
- Boat
- Suggestion from Koelnmesse Service

6 Budget:

- Max. overall budget: _____ euros gross/net
- 50 – 100 euros per person
 - 100 – 150 euros per person
 - 150 – 200 euros per person
 - 200+ euros per person

7 Invitations:

- Organization and production of print media to accompany the event (e.g. invitations, name tags etc.)

- Please detach here -

