

## Requirements Information

To guarantee that we will be able to supply your event with the services to meet your needs you will be required to supply the following information 7 working days before your event. Unfortunately, failure to do so may jeopardize the supply of services and/or may incur additional costs:

- Event programme
- Room layouts and furniture requirements
- Telecom and IT requirements
- Audio Visual equipment and services required
- Signage requirements
- Any additional staffing requirements e.g. porters, cleaners, hostesses
- Menu choices
- Details of VIPs attending
- Exhibition plans (if appropriate)
- Risk Assessments for your activities
  - (e.g. exhibition/ outside production company build)
  - Proof of Public Liability Insurance (if appropriate)

**Please note:** The above is a guideline of the information that is required, additional information may be needed depending on the size and complexity of your event.

You will also be required to sign a contract for food and beverage requirements with Leith's by this time, and provide a deposit payment.

If you have any queries, please contact your Event Manager.