

Morosani Hotels Davos

Meeting Check List

Seite 1/3

Company _____
Address _____
Telephone _____ **Fax** _____
E-Mail _____
Event _____

Event-Information Meeting Type _____
 First Day of Meeting _____
 Last Day of Meeting _____
 Peak number of delegates _____
 Other considered dates _____

Meeting Packages Morosani Standard Seminar _____
 Morosani Seminar Deluxe _____
 others _____

F&B Requirements 3-Course Business Lunch/ CHF 35.- p.p. _____
 Special Lunch _____
 Cocktail _____
 4-Course culinary dinner/HB _____
 Special Diner _____
 F&B Budget: _____

Accommodation Start Date / check-in _____
 End Date / check-out _____
 Double room _____
 Single room _____
 Double room / single use _____
 Accommodation Budget: _____

Rooms by date (from...until)

(TT/MM/JJ)	single	double	DR/single use	VIPS	Total rooms

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Meeting Check List

Seite 2/3

Event / Meeting Requirements

Number of Meeting rooms					
Room Set-up	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Classroom	<input type="checkbox"/> Block table	<input type="checkbox"/> Theater	<input type="checkbox"/> others
	<input type="checkbox"/> Cocktail	<input type="checkbox"/> Concert	<input type="checkbox"/> Banket		
Number of break rooms					
Room Set-up	<input type="checkbox"/> U-Shape	<input type="checkbox"/> Seminar	<input type="checkbox"/> Block table	<input type="checkbox"/> Theater	<input type="checkbox"/> others

Other rooms

Technical Requirements

Standard Equipment (inklusive)

Number

<input type="checkbox"/> Overhead / Screen	
<input type="checkbox"/> Pinboard	
<input type="checkbox"/> Flipchart	
<input type="checkbox"/> Speaker's Desk	
<input type="checkbox"/> Video recorder & TV	
<input type="checkbox"/> Wireless LAN	

Equipment on Request

Number

<input type="checkbox"/> LCD Projector CHF 250/day	
<input type="checkbox"/> Wireless Microphone, CHF 100/day	
<input type="checkbox"/> others	

Special Requirements

Extras

Gift (one time drop) in the delegates' rooms	
Gift (one time drop) in the meeting rooms	
Meeting Information signs / Welcome Desk	
Menu Print and logos	
Other requirements	

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Meeting Check List

Seite 3/3

Rechnungsinstruktionen

Master Account

Delegates

Billing Requirements

Meeting Package

Non-alcoholic drinks (lunch)

Non-alcoholic drinks (dinner)

Alcoholic drinks (lunch)

Alcoholic drinks (dinner)

Incoming or out coming Telephone and Facsimiles

Copies

Minibar

Bar Consumptions

Garage

Extras

Billing Address

Net Action Required

Please send me a proposal

Please call me to discuss options

Please call me to arrange meeting / show round

Please send me a brochure with floor plans and specifications

Please send us this meeting check list per Fax +41 (0)81 415 45 01 or per E-Mail: posthotel@morosani.ch

Please do not hesitate to contact us if you have any questions.

We would be pleased to be of assistance.