

Introduction

Thank you for your interest in our Event Management services. **headoffice** is delighted to provide you with custom-designed Event Management that will accurately reflect your business values and the outstanding features of your products and services.

We deem it essential that we spend the time and effort to know you and acquaint ourselves about your business and products prior to embarking on a Event Management design.

Prior to completing our questionnaire, we ask that you precisely reflect on the following:

- Your objectives for your new Event,
- The features of your products and/or services,
- Your business mission,
- Your target audience, and
- The image you wish to portray.

Our Work Process

1. Client chooses ONE design from three (3) exclusive Event Management concepts.
2. Client sends **headoffice** a WORK ORDER.
3. Client gets a detailed design.
4. Client inspects and does final approval of design.

Note: Additional payment is required if you make any major changes after you have already approved the work for printing.

5. **headoffice** does an estimate for you.
6. Client pays **headoffice** an advance of 40% of total cost.
7. **headoffice** begins final design (output to client) process.
8. **headoffice** does pre-press and printing.
9. **headoffice** delivers the work to you.

Your Job is COMPLETE !

NOTE

Customer retains pages 1, 2 and 6

PRIVACY NOTE: **headoffice** does not sell or trade your company information with any other source, GUARANTEED. We treat all our clients' information in the strictest confidence for two simple, yet critical reasons: *our ethics & a desire to develop a long-term relationship with you.*

§ 1 Company / Organization Information

Company/Organization Name _____ Address _____

Contact Person _____ Title _____ Telephone _____ E-mail _____

Business Type _____

Age of Company New 1-5 Years 6-10 Years 11-20 Years 20+ Years

Company History, Opportunity and Future Business Planning _____

§ 2 Your Audience & Your Message

Your Company's intended and symbolic messages _____

What is the purpose of this Event? Sales Promotion / Campaign New Product Introduction Social Welfare
 Official / HRD / Annual Meeting / Agenda Awareness International Day
 Global Issue Other _____

What effect does it need to have on its audience? _____

Age of target audience: 5-12 13-19 Years 20-29 Years 30-45 Years 46-60 Years 61+ Years

Other _____

§ 3 Event Branding

Brand: Name _____ Color _____
 Character _____ Message _____
Existing brand communication _____ Details of particular product: _____
Do you want follow-up press coverage Yes No Possibly
Expected date of Event _____, 2006
Location Where _____ Size of Venue _____ Print & Decoration material _____
Is text already created Yes No Re-write by **headoffice**? Yes No
If no, who will provide the text Client **headoffice** (additional charges apply) Will you provide your logo? Yes No
When do you wish to inspect the theme 1 Week 2 Weeks
If **headoffice** will do your 2007 Event, then we will keep all 2006 documents on file Yes, please keep records No, delete records

§ 4 Event Theme

2005's Event theme _____ N/A

This Year's Event theme _____

Do you have your own idea about your Event? Yes No If no, we can create excellent custom themes for you!

YOUR COMPANY-RELATED	
<input type="checkbox"/>	A Product/Service-based
<input type="checkbox"/>	B Customer-based
<input type="checkbox"/>	C Function & Benefit-based
<input type="checkbox"/>	D Product & Lifestyle-based
<input type="checkbox"/>	E Product & Service Benefits-based <input type="checkbox"/> Direct Use <input type="checkbox"/> Indirect Result
<input type="checkbox"/>	F Others

SUBJECT-RELATED	
<input type="checkbox"/>	A Nature
<input type="checkbox"/>	B Animals
<input type="checkbox"/>	C Scene
<input type="checkbox"/>	D Art
<input type="checkbox"/>	E History
<input type="checkbox"/>	F Religion
<input type="checkbox"/>	G Other

OTHERS	
<input type="checkbox"/>	A Theme-based
<input type="checkbox"/>	B Idea-based
<input type="checkbox"/>	C Other
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

Choose one idea

Please choose the look of your Event: Corporate Product Market Hype Promotional

§ 5 Language Choice

Please choose a language for your Event

- Bangla British English American English

§ 6 Event Details

- Pre-Event Activities Competition Module Media Announcement Others
- Target for Publicity / Communication Media Individual Mass People Targeted Audience
- Event Type Inaugural Concert Fair / Public Day Public Ceremony
 Conference Meeting Exhibition Others
- Event Activities Cultural Exhibition Dinner Speech
 Discussion Competition
- Do you want Press release Give souvenir Invite people by yourself
 Arrange food yourself Grand reception
 TV coverage & requirements for TVC Press coverage & requirements for Press

§ 7 Budget Options

- What is your expected budget? (Taka) 50,000 - 100,000 100,001 - 200,000
 200,001 - 500,000 500,000 plus

Terms & Conditions

- Credit Line Photographer, Agency, Copywriters, Others as applicable.
- Payment Work Order plus advance with the Balance to be paid within 7 days of delivery.
- Coordination You agree that you will supply **headoffice** with all required information in a timely manner. **headoffice** is not responsible for delay of project due to your delays or due to conditions beyond our control.
- Delivery Event Management concept will be delivered in a CD-ROM. A COLOR CHART and COLOR PRINT will be given in A4 format.

headoffice Contact Person

Client Service Executive
cell: 01717040403
e-mail: info@h-office.com

headoffice Contact Information

address: 37/B Indira Road, Dhaka 1215, Bangladesh
cell: 0177 040403 | fax: 913-8441 | office: 913-8265
e-mail: info@h-office.com

CLIENT NOTES

DATE _____

DATE _____

DATE _____