Brief for an internal communication event

Event organization starts from finding a good and fresh idea worthy of celebrating. We will handle issues like how to draw up a brief, ie a summary of the event, form a team, find the right cooperation partners as well as select artists and suitable premises. Other important aspects to take into account are the quality of sound, light and image; how to decorate rooms and what to consider for catering. It is important to also consider security aspects of the event. Of course, exact budgeting and its approval by the customer are important.

To make the whole planning process as simple as possible, we ask you to focus on the following aspects when making a request.

Please specify:

* What is the essence/"problem" of the event;
* Who is the target group of the event;
* How many participants are expected;
* What should be the ideal location (water body, landscape, proximity to some city, etc.);
* Is there a specific budget limit for this event?
* What have you done recently in your corporate internal communications;
* What kind of image should the event portray about the company or what benefit the event should give to staff.

Answers to these questions will give us to a pretty good idea of ​​your intentions and thoughts enables us to present you an initial plan tailor-made for your needs. Our desire is to make sure that you to benefit from the event, and our 10 years of experience in organizing events will certainly help to achieve the desired goal. Thank you!