

# Event Inquiry Form: Conference Bookings

Use this **event inquiry form** sample to efficiently collect details and preferences from potential clients interested in booking conference venues. The form is designed to streamline communication and ensure all necessary information is gathered for seamless event planning. Customize it to suit your specific conference booking requirements and enhance client engagement.

Contact Information

Company/Organization Name:

Contact Person:

Email Address:

Phone Number:

Event Details

Event Name/Type:

Preferred Event Date(s):

Expected Number of Attendees:

Event Duration:

e.g. 1 day, 2 days

Preferred Room Setup:

--Please choose--

Additional Services & Requests

☐ Audio/Visual Equipment

☐ Catering Services

☐ Wi-Fi/Internet Access

☐ Parking

☐ Accessibility Requirements

☐ Other (please specify below)

Additional Details/Requests:

Submit Inquiry