

## DFB-Campus: Request for Premises by External Parties

Please complete the following fields as initial information and return the document to us by e-mail. Our team will then get in touch with you as soon as possible to discuss the planned event at the DFB Campus in detail.

\* required information

1. Contact Detail	
Company*	
Postal Address*	
Billing Address*	
Focal Point*	
Contact Details For Queries*	Phone
	E-Mail

2. Event Details	
Date*	
in case not yet defined: time period	
Duration* (hours)	
time	
Date Set-Up*	
Date Dismantling*	
Description of the Event*	
Number of Participants*	
VIPs*	
Planned Schedule*	
Parking Requirements (Number, note: cannot be guaranteed)	
Support on Event-Agency*	Yes No
if yes: Name Event-Agency	

3. Furnishing	
<b>Seating Request Main Room*</b>	
if "other": further details	
preferred room	
<b>Stage Requirements*</b>	

4. Catering Requirement	
<b>Description of Catering Scope*</b> (detailed agreement later on)	
requirements catering offer (e.g. forms of nutrition etc.)	
<b>Timing Catering*</b>	
<b>Requirements Catering Staff*</b>	

5. Technical Requirements	
<b>Requirements Sound Equipment</b>	
<b>Requirements Light Equipment</b>	
power requirements	
<b>Internet Access</b>	
if internet access: details	
projector	Yes No