BRIEF

|  |
| --- |
| **DATE** |
| PREFERRED TRAVEL/EVENT DURATION |  |
| EXACT TIME (IF GIVEN)  |  |
| DURATION INCLUDING FLIGHTS  |  |
| * MINIMUM NUMBER OF NIGHTS
 |  |
| * MAXIMIUM NUMBER OF NIGHTS
 |  |
| PREFERRED DAYS OF THE WEEK |  |
| EXCLUDED DAYS OF THE WEEK |  |
| **DESTINATION**  |
| COUNTRY |  |
| REGION, CITY |  |
| **PARTICIPANTS** |
| NUMBER OF PARTICIPANTS |  |
| AGE RANGE, MALE/FEMALE |  |
| JOB/POSITION SPECIFICATION  |  |
| TYPE OF MUTUAL RELATIONS OF PARTICIPANTS  |  |
| PREVIOUS TRAVEL EXPERIENTCE OF THE GROUP |  |
| LEVEL OF PHYSICAL EFFORT ACCEPTANCE (LOW, MEDIUM, HIGH, VERY HIGH) |  |
| **TRAVEL/EVENT BUSINESS PURPOSE** |
| MOTIVATION, AWARD, CONFERENCE, LEISURE, SIGHTSEEING |  |
| **EXPECTATIONS FROM THE PROGRAM (%)** |
| * SIGHTSEEING
 |  |
| * INTEGRATION
 |  |
| * LEISURE
 |  |
| * ADVENTURE
 |  |
| * SPORT
 |  |
| * CULTURE
 |  |
| **ACCOMODATION STANDARD** |
| HOTEL STANDARD |  |
| NUMBER OF SINGLE ROOMS  |  |
| NUMBER OF DOUBLE ROOMS |  |
| NUMBER OF TWIN ROOMS |  |
| PREFFERED HOTEL FACILITY |  |
| **TRANSPORT** |
| FLIGHT (ECONOMY, FIRST CLAS, BUSINESS) |  |
| PREFFERED AIRLINES |  |
| **BOARD** |
| HALF BOARD, FULL BOARD, ALL INCLUSIVE |  |
| SPECIAL MEALS (GALA DINNER ETC.) |  |
| BEVERAGES |  |
| * LUNCH
 |  |
| * DINNER
 |  |
| **CONFERENCE ROOM**  |
| NUMBER OF PEOPLE |  |
| DAYS, HOURS |  |
| COFFE BREAK |  |
| CONFERENCE SETUP  |  |
| EQUIPMENT, STAGE |  |
| ADDITIONAL |  |
| **EVENT COORDINATION** |
| EXPECTED NUMBER OF COORDINATORS, FLYING WITH A GROUP FROM POLAND |  |
| ONLY LOCAL COORDINATORS |  |
| **BUDGET AND INVOICING** |
| EXPECTED BUDGET PER PERSON |  |
| EXPECTED BUDGET PER GROUP |  |
| CURRENCY (PLN, USD, EUR)  |  |
| **BRANDING** |
| INVITATION |  |
| TRIP INTINERARY – PRINTED |  |
| TRIP INTINERARY – E-VERSION |  |
| NAME BADGES |  |
| MENU FOR RESTAURANTS |  |
| COACH AND HOTEL MARKING  |  |
| DESIGNING THE TRIP / EVENT LOGO |  |
| FLAGS |  |
| PILLOW GIFTS |  |
| REGISTRAION PLATFORM |  |
| SMARTPHONE APPLICATION |  |
| **OTHER** |  |
| DEADLINE FOR SENDING AN OFFER  |  |
| DEADLINE FOR DECISION |  |
| PAYMENT POLICY |  |
| CONTACT PERSON  |  |