



FAIRWAY LODGE
FUNCTION & CONFERENCE CENTRE

Conference Check List

Contact _____ **Company** _____

Invoice Address _____ Order No _____

PHONE: Bus _____ Mobile No _____

Email _____

FUNCTION DATE: _____ **Full Day** **½ Day**

Fairway Room Boardroom

Access time _____ Arrival Time _____ Number People _____

Tea / Coffee on arrival BAR Finger Food

Morning Tea Time _____

Luncheon Time _____

Afternoon Tea Time _____

Expected Finish Time _____

Equipment Required: No Yes

Screen Whiteboard Flip Chart Data Projector P.A.

Room Setup:

Café Style Round Tables Theatre Style Boardroom

Classroom U Shape