



ISLAND

THE
SINGAPORE ISLAND
COUNTRY CLUB

MEETINGS AND SEMINARS

TO : Marketing & Communications Department
THE SINGAPORE ISLAND COUNTRY CLUB
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For Office Use Only
Date Received : _____ Time : _____
Remark : ACCEPTED / REJECTED
By : _____

FROM: Name : _____ Membership No. : _____
Contact : _____ (O) _____ (HP) _____ (Fax)

(1) DETAILS

DAY / DATE OF FUNCTION : _____
TIME OF FUNCTION : _____

(2) TIME

(3) VENUE / MENU

BREAKFAST	_____	_____
COFFEEBREAK (AM)	_____	_____
LUNCH	_____	_____
COFFEEBREAK (PM)	_____	_____
DINNER	_____	_____

(4) SETUP

BOARDROOM STYLE	RECEPTION TABLE FOR _____ PERSON
THEATRE STYLE	HEADTABLE FOR _____ PERSON
CLASSROOM STYLE	OTHERS (Please Specify) _____
U-SHAPED STYLE	CLUSTER _____

(5) EQUIPMENTS

PA System	Rostrum / Mike	() Whiteboard with markers
Papers & Pencils	Slide Projector	() Flipchart with markers
Overhead Projector with Screen		LCD Projector
Others (Please Specify)	_____	

REMARK

