

Luzern® Event Request

Event Contact Information

Account

Event Contact Name

Title

Event Contact Email

Event Contact Phone

Event Details

Event Name or Title

Event Type (Conference, Workshop, Seminar, etc.)

Expected Number of Attendees

Event Theme or Purpose

1st Choice Date

Start Time

End Time

2nd Choice Date

Start Time

End Time

Event Duration

Event Location

Venue

Online

Event Street Address

City

State

Zip Code

Event Shipping Street Address

City

State

Zip Code

Is Complimentary or Discount Lodging Available for Our Representative? Please Specify:

Yes

No

Luzern[®] Event Request

Event Objectives and Target Audience

What are the main goals and objectives of the event?

What outcomes or results are you aiming to achieve?

Who is the intended audience for the event?

Are there any specific demographics or characteristics of the attendees?

Is there a sales goal attached to this event? Please Specify:

Yes No

Program and Activities

Provide a brief overview of the event program or schedule

Are there specific activities, sessions, or speakers you would like to include? Please Specify:

Yes No

Will there be other vendors at this event? Please Specify:

Yes No

Will you be offering any type of discount on services or products? Please Specify:

Yes No

Will you be offering a GWP or goodie bag? Please Specify:

Yes No

Will there be a fee to attend this event? Please Specify:

Yes No

Ideally, how would you like to see Luzern partner in your event? (mini treatments, master class, retail sales support, etc)

Luzern[®] Event Request

Marketing and Promotion

How do you plan to promote the event?

Do you require any marketing materials or support? Please Specify:

Yes No

Catering and Refreshments

Will food and beverages be provided during the event?

Will meals be provided for our representative?

Additional Comments or Special Requests

Are there any additional specific requests, or further information that you would like to include?