

Event planning meeting

You are kindly requested to arrange a comprehensive planning and coordination meeting with your assigned sales representative no later than one month prior to the commencement of your venue usage.

Please refer to the following list of key discussion items to ensure all necessary preparations are completed in a timely manner.

Items marked with ★ require mandatory discussion and/or submission of relevant documentation.

Event Operations

Key Discussion Items	Required	Submitted Documents
Event Planning Document	★	Event Operations Manual, and other relevant documents
Venue Usage Plan		Venue Layout
Event Schedule		Badge Application Form for Authorized Personnel
Designation of Responsible Manager		Staff List
Move-In and Move-Out Plan	★	Move-In / Move-Out Plan Document
		Sample Vehicle Pass
Issuance of Keys and On-site PHS Devices	★	Receipt for Keys, On-site PHS Devices, and Parking Tickets
Use of Parking Fee Payment Vouchers		
Operation of Doors, Escalators, Elevators, Lighting, HVAC Systems	★	—
Visitor Guidance Plan,		Operations Manual and

Security Plan (Inside and Outside Venue), Use of Bus Loading Zones	—	Related Documents
		Bus Loading Zone Usage Application Form

Event Support Services

Key Discussion Items	Required	Submitted Documents
Catering Services	—	Catering Service Application Form
Hall Services (Reception, Guidance, Cloakroom, etc.)	—	—
Stage Technical Services	—	—
Audiovisual Services (Including Broadcast Support)	—	—
Setup Services	—	—
LAN Services	—	—
Cleaning Services	—	—
Waste Disposal Services	—	Paid Waste Disposal Application Form
Temporary Telephone and External Dial-in Line Installation	—	Temporary Telephone Application Form

Event Support Services

Guided by the principle of enhancing our own sensibilities and keenly understanding our clients' needs, we strive to share joy and satisfaction with our customers. Our staff, well-versed in all types of events, are committed to proposing and delivering the highest quality and service, ensuring seamless support for your event.