



Additional Information and Requests

Title of event:

Please ensure we have the title of the event as well your company name, so we can ensure your guests are directed to the correct room. We can often have the same company with several events running on the same day.

Your meeting will be displayed on a plasma screen in our reception for guests on arrival. Please let us know in advance if you wish for it not to be displayed.

Buffet Signage

Would you like your company logo or event name added to your lunchtime buffet? This enables your guests to identify what is for them easily and also adds some personalisation to your event. If you would like us to do this, please send us your company logo, to ensure we get it displayed exactly how you would like to see it.

Directions:

Please send this link to all attendees for directions to thestudio and travel information:

<http://studiovenues.co.uk/venues/birmingham/map-directions/>

<http://studiovenues.co.uk/venues/manchester/directions/>

<http://studiovenues.co.uk/venues/leeds/directions/>

<http://studiovenues.co.uk/venues/glasgow/map-directions/>

On arrival:

Once you (or the person in charge) has arrived, please report to reception and let them know you are the organiser. The duty manager will then come and see you to go through your booking and all housekeeping for the day.

Deliveries:

Please note that due to limited storage we can only accept deliveries no more than 24 hours before your booking unless agreed with us beforehand. We also request that all packages must be collected no later than 24 hours after the event. Please make sure all boxes and packages are labelled with the event title/company and event date. If you are wanting to load/unload outside the venue let me know and I can send this information to you.

Please send all final details ASAP. We will always try our best in accommodating all last-minute requests but cannot guarantee them.

We look forward to welcoming you next week.

Kind regards

The Studio Venues Team