



To request a quote from Royal Events, LLC, please complete the form below with details about your meeting or event and mail it to us at

Royal Events, LLC
12138 Central Ave.
Suite #272
Mitchellville, MD 20721

You will receive a quote within three days upon receipt of your event information.

Company Name: _____

Contact: _____

Telephone Number: _____

E-Mail: _____

Type of Event: _____

Date of Event: _____ Number of People: _____

Do you require exhibit space? Yes No

Your Meeting or event will require the following (*Check all that apply*):

Venue Type

Hotel Conference Center Training Center Other Venue

Marketing

Announcement Brochure Invitation Banner Ad

Food & Beverage

Breakfast Lunch Dinner Reception Outdoor Function

Audio/Visual

LCD Projector Laptop Laser Pointer Microphone - Type _____
 Video DVD Projection Screen Slide Tray Flipchart

Personnel

Transportation Registration Security Parking

Entertainment

DJ Band Ensemble Soloist Other Entertainment:

Please use this page for any additional comments about your meeting or event.
