Client Requirements Questionnaire

Trade Show Internet

Instructions: Please complete this questionnaire to the best of your ability. Your candid answers will help us to better understand your event's WiFi/Internet needs.

Event Info

Trade Show/Event Name

Date(s)

How did you hear about Trade Show Internet?

Venue Info

Venue Name

Venue Contact Person

Email

Work Phone   (   )   -

Title

Who?

How many total participants at your event?

Who will have access to your WiFi network?   attendees   exhibitors   speakers   staff   other

What?

What types of devices will your attendees bring to the event?   smart phones   laptops/PCs   tablets   gaming devices   other

How many devices per person? (i.e. 1, 1.5, 2+)

What type(s) of content will be consumed on these devices?   voice   video   social media   email   mobile event apps   games   web browsing

How much bandwidth does your event require?   Mbps or Gbps

Where?

Where do you require Internet access?

	Room Name	# of Users	WiFi or Ethernet Drops
1			
2			
3			
4			
5			

Please attach your event floor plan with the square footage of each room.

When?

Are there peak usage times when everyone will be accessing the network (during a keynote speech or tech training session)?   YES   NO

If yes, please describe:

	Name of Session	Date	Time
1			
2			
3			

Client Requirements Questionnaire.xls
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