

## 12 Affinity Group Quote Request Form

| AFFINITY GROUP QUOTE REQUEST                                      |                            |  |                                |
|---|----------------------------|--|--------------------------------|
| Agency Contact Information  |                            |  |                                |
| Agency  |                            |  |                                |
| Phone number  |                            |  |                                |
| Agent Contact name  |                            |  |                                |
| E-mail address  |                            |  |                                |
| Group Information   |                            |  |                                |
| Group Type  | Affinity                   |  |                                |
| Group Name  |                            |  |                                |
| Number of Guests  |                            |  |                                |
| Affiliation   |                            |  |                                |
| Sailing Request   |                            |  |                                |
| First Choice  | Ship                       |  |                                |
|   | Sailing Date               |  |                                |
| Alternative Sailing Requests (if the first choice is unavailable) |                            |  |                                |
| Second Choice   | Ship                       |  |                                |
|   | Sailing Date               |  |                                |
| Third Choice  | Ship                       |  |                                |
|   | Sailing Date               |  |                                |
| Category Request  |                            |  |                                |
| Type  | Category                   | Occupancy  | Number of Staterooms requested |
| <i>e.g. Interior, Oceanview, etc</i>                              | <i>e.g. 4U, 2B, OS etc</i> | <i>e.g. Single, Double, Triple, Quad</i>   |                                |
|   |                            |  |                                |
|   |                            |  |                                |
|   |                            |  |                                |
|   |                            |  |                                |
|   |                            |  |                                |
|   |                            |  |                                |
| Dining Preference   |                            |  |                                |
| Dining Options  | Number required            | Seating Preference (Together/Apart)  |                                |
| Early   |                            |  |                                |
| Late  |                            |  |                                |
| My Time/Select Dining   |                            |  |                                |
| Group Flexibility   |                            |  |                                |
| <b>Group is flexible with date</b>                                |                            | <i>If Yes, we will move to the second choice sailing if there is insufficient group space on the first choice sailing. If there are no alternative dates noted, then we are unable to quote.</i>                                     |                                |
| <b>Group is flexible with stateroom type</b>                      |                            | <i>If Yes, we will quote the closest available stateroom type on the first choice sailing before moving to their second choice sailing.<br/>If No, we will move to the second choice sailing if a stateroom type is unavailable.</i> |                                |
| <b>Group is flexible with dining</b>                              |                            | <i>If Yes, we will still quote on the first choice sailing if the preferred dining is unavailable.<br/>If No, we will move to the second choice sailing.</i>   |                                |
| Special Requests / Further Information                            |                            |  |                                |
|   |                            |  |                                |

### 13 Event Request Form

| Group Information   |  |  |        |
|---|--|--|--------|
| Group ID  |  | Ship   |        |
| Group Name  |  | Sail Date  |        |
| Group Leader Name   |  | Group Leader Cabin   |        |
| Event Information   |  |  |        |
| Event Type  |  | Attendance   |        |
| Location  |  | Set-Up Style   |        |
| Date  |  | Duration   |        |
| Time  |  | Private  | Yes/No |
| <b>Please include a brief description of the event:</b>   |  |  |        |
|   |  |  |        |
| Event Flexibility (Yes/No)  |  |  |        |
| Date  |  | Duration   |        |
| Time  |  | Location   |        |
| <b>Preferences:</b>   |  |  |        |
|   |  |  |        |
| Equipment/Amenities Request   |  |  |        |
| *Please note, requests may require extra staff and/or may incur additional charges  |  |  |        |
| <b>Equipment</b><br><input type="checkbox"/> Projector (No Mac connections)<br><input type="checkbox"/> Screen<br><input type="checkbox"/> Microphone<br><input type="checkbox"/> Audio Setup (Other than Standard Mic)<br><input type="checkbox"/> Recorded Music<br><input type="checkbox"/> DJ<br><input type="checkbox"/> Video Setup<br><input type="checkbox"/> Viewing/Blackout<br><input type="checkbox"/> Photographer<br><input type="checkbox"/> Podium<br><input type="checkbox"/> Flipchart<br><input type="checkbox"/> Ice Coverage (Studio B)<br><input type="checkbox"/> Additional Tables<br><input type="checkbox"/> Wastepaper Basket<br><input type="checkbox"/> Other, please specify: _____ |  | <b>Amenities</b><br><input type="checkbox"/> Beverage Function: _____<br><input type="checkbox"/> Canapes: _____<br><input type="checkbox"/> Food: _____<br><input type="checkbox"/> Water Station<br><input type="checkbox"/> Tea/Coffee/Water Station<br><input type="checkbox"/> Morning Tea<br><input type="checkbox"/> Afternoon Tea<br><input type="checkbox"/> Ice Carving<br><input type="checkbox"/> Other, please specify: _____ |        |
| Notes/Special Requests  |  |  |        |
|   |  |  |        |

One event per form. Please note, ship approval is required for any events which may result in a delay in processing your request. Events are subject to availability and generally approved within 2 weeks of request. All affinity event requests must be received at the time the group is requested. Non affinity group events can be submitted up to 90 days prior to sailing.

## 14 [Event Request Form guide](#)

### - Group information

Group ID: The Group Reservation ID provided to you when the group was set up  
Group Name: The name that was given to the group when it was set up  
Ship/Sail Date: The ship name and date of sailing  
Group Leader: The name and cabin number of the person leading the group. This person will be the contact for any queries regarding the group onboard, not just this event.

### - Event information

Event type: The type of event that you are requesting, (i.e. Cocktail Party, Meeting/Conference, Performance)  
Attendance: The number of people attending  
Location: Your preferred location. Please note, this is on request only and is only secured once confirmed by the Groups Team. Due to ship requirements, event locations may be changed at short notice.  
Set-Up Style: The room configuration (i.e. Classroom/Boardroom/Theatre style seating)  
Date: The requested date  
Time: The requested time  
Duration: How long the event will last  
Private: Whether the event needs to be private or whether the room can remain open to the public.  
*Please note:* this can have a major impact on event approval  
Description: A brief description of what the event is. This will ensure we are using the best room for your event

### - Event flexibility

Please mark Yes/No to indicate whether the Date/Time/Duration/Location of the event is flexible. This will allow us to create the event quicker and prevent multiple communications which may delay approvals. Please detail any specific preferences or important notes in the "Preferences" section.

### - Affinity group event requests

Please note, as event requests specific to affinity groups form a crucial part of the group's success, it is essential that the event request form is received at the time the group is booked. Event requests are the responsibility of the travel partner, subject to availability and require ship approval. Once approved, the event confirmation will be sent in writing from the Groups Team.

### - Equipment/amenities request

In this section you can request equipment and amenities for your event. Please note these lists include the most common requests, they are not exhaustive.

### - Equipment

Please check required equipment for your event. Affinity groups wishing to bring equipment onboard will need to include this information within the event request form to ensure arrangements can be made for embarkation and disembarkation.

### - Amenities

Please check and detail requested amenities for your event. Please use the relevant Group Food & Beverage information guides for further information.

## 15 [Groups Team contact details](#)

Please contact the Groups Team as follows:

Telephone: 1800 754 500 (AUS)  
0800 102 123 (NZ)

Email: [groups.au@rcclapac.com](mailto:groups.au@rcclapac.com)