Klarstig

# Procurement Events Workshop RSVP

Confirm whether you will attend and provide practical information needed by the host. The host can use the reply to plan attendance and arrangements.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Event or invitation reference ***

**Event date**

**Will you attend ***

- ☐ Yes
- ☐ No
- ☐ Not sure yet

**Number of people attending including you**

**Guest names where needed for entry**

**Meal or dietary arrangements**

### Practical access requirements

## Specific details

### Workshop subject session and experience level

Complete when relevant to this request.

### Expected outcomes materials to bring and practical needs

## Operating context

### Event venue and organizing team

Complete when relevant to this request.

### Setup schedule guest access supplier coordination and deadlines

## Team specific details

### Sourcing request supplier or purchasing owner

Complete when relevant to this request.

### Specifications alternatives approval limits and delivery requirements

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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