

17 things to consider for your event to be a resounding success

This check list supports you in preparing your work with interpreters: better understand what you need and how to budget for the costs this might incur!

Do you have any questions pertaining to interpreting services around your event? I'm here to answer any questions you may have. Please do feel free to email me at office@consens-languages.com or call me at +49 221 6696 5620 (landline).

1. About you

date of request:

phone number:

business/body/institution:

your name:

address:

your role:

email:

your industry:

2. About your event

event title:

date of event:

venue:

on-site – please indicate venue address:

hybrid – please indicate venue address:

please indicate platform you'll be using:

online – please indicate name of platform you'll be using:

3. Have you worked with interpreters before?

no

yes, an event on this topic and with these languages:

4. What's the aim of this event?

communicating information

customer retention

other (please specify):

establishing new contacts

presenting a new product

strengthening your image

motivating our partners

5. What's your budget for interpreting?

6. Event format

press conference

dealer day

works council meeting

product presentation

customer visit

political meeting

exhibition launch

factory day

workshop

training

other (please specify):

7. Do you have an agenda for the event yet?

yes (either preliminary draft or finalised agenda – feel free to attach it to this request)

not yet, but items and rough times will most likely be:

8. Will there be working group sessions running in parallel?

yes, a total of:

no

9. Will you be offering a social programme for those travelling with the participants?

yes, namely:

no

10. How many guests are you expecting at this event?

total number:

by language:

1st language/number:

2nd language/number:

3rd language/number:

4th language/number:

5. other:

11. Language(s)

Which language will ...

... you yourself

... the speakers

... participants

be using at your event?

12. How well have participants mastered the main language(s) of the event?

well enough to understand everything and engage with great ease

not particularly well

unsure

13. Which languages would you like interpreting for?

Main event language <-> English

any other pairs:

Main event language <-> Italian

_____ <-> _____

Main event language <-> French

_____ <-> _____

Main event language <-> Spanish

_____ <-> _____

14. Are you planning with a round of Q&A?

no

yes, and I'll need for everything to be translated back into the main language of the event

yes, but I will NOT need for everything to be interpreted back into main language of the event

15. Interpreting equipment

onsite and hybrid events

ISO-standard interpreting booths with direct view of speakers (or monitors)
are available on site

we are looking to rent interpreting booths

online event

we are using this online conferencing system:

we are looking to rent this online conferencing system:

Will you be streaming the event?

yes
no

Will you be recording the event for later use?

yes
no

16. To ensure your interpreters will be performing at their very best:

preparation material (scripts, videos, in-house terminology and other information) will be provided to the interpreters

yes
in part, specifically:

no

17. travel, board and lodging for your interpreters

Would you like for the interpreters to arrive a day in advance?

yes
no

Will you be booking and paying for the hotel room(s)?

yes
no

Have you booked rooms at special rates at any hotel for the purpose of this event?

yes, name and address of the hotel:

no

Are you providing full board for your interpreters?

yes
no
I'm looking to only cover these meals:

Notes:

Would you like a quote for interpreting services for your event?

Please email me (office@consens-languages.com) this completed form and I'll get back to you with a detailed quote. I'm also happy to answer any questions you might have.