

Meeting Request Forms



Cvent's Meeting Request Forms (MRFs) provide you with the ability to capture and centrally store information about all meetings happening throughout your organization. By streamlining your process for collecting meeting requests, you'll have the visibility you need to make better business decisions. You'll have a view of all meetings, what departments are hosting them, who's planning them, estimated budgets, meeting size, location, or any other details important to you.

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MEETING REQUEST FORM

- This form will time out after 40 minutes of inactivity
- Please complete all required fields marked with an asterisk (*)
- You will receive a confirmation email with ALL submitted details immediately after submitting
- If you have questions regarding this process, please contact the [Event Services Team](#)

Requester Information

* Requester First Name
Adam

* Requester Last Name
Newmaker

* Requester Email Address
anewmaker@gmail.com

* Requester Mobile Phone
Please enter your mobile number
571-364-6269

* Business Unit
Sales

Event Details

* Event Title
National Sales Meeting

* Start Date
10/30/2023 | 08:30 AM

Customize Your Request Form to Fit Your Needs

- Create configurable, branded forms that ask the questions you want to know about meetings within your organization
- Build five levels of sub-questions to gather the right information and detail that you need
- Collect different information based on the type of meeting, department, or other factors to collect the appropriate information for any type of meeting or event
- Collect high-level budget estimates on your form, which will pre-populate your meeting budget to save you time

bluecorp Home Meeting Policy Event Planning My Requests Calendars Reports Julia Gould

Event Hub!

Welcome to our BlueCorp meetings hub!

Welcome to the BlueCorp Event Hub!

Use the navigation buttons above to view upcoming events, review meeting policies, and request approval for your team's upcoming meetings and events.

Corporate Meetings include



Internal Meetings / Trainings



Employee Engagement



Vendor Meetings



Social Responsibility Events

Meet the Team

Our team is here to help you coordinate your upcoming events.



Kali Sanchez
Special Events Consultant



Julia Gould
Sourcing Specialist



Sean Madelmayer
Travel and Housing Manager



Chelsea Davis
Mobile Specialist

Questions?

Meeting Request Form Questions
info@cvent.com

Troubleshooting
[Cvent Community](#)

Travel Related Questions
travel@cvent.com

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Act on Your Meeting Requests with Ease

- Automatically create a new event in Cvent when a Meeting Request Form is submitted
- Easily turn meeting requests into RFPs to source meeting space in the Cvent Supplier Network, pre-populating details gathered in the Meeting Request Form into your RFP
- Run reports to see the total number of meeting requests submitted and the requests submitted by each person
- Have one database of all meetings within the organization
- Access a consolidated list of vendor categories, source vendors, create Requests for Information (RFIs), and have information pre-populated from the request form

Post your unique form on your company's intranet site for easy entry with Access Portal

Access Portal provides a customizable portal for requestors to submit Meeting Request Forms and view past requests and their statuses, upcoming events calendars, meeting policies, company information, event planning tips, and more.