

The following questions will help you determine what you would like your event to say and assist us in creating an event that will meet your goals and exceed your guests expectations. Remember, almost any creative event is possible given enough time and the right budget.

Client Name: _____
Contact Person: _____
Company: _____
Address: _____

Phone Number: _____
Cell Number: _____
Email: _____

Number of guests: _____
Date of the event: _____
Day of the week: _____
Start Time: _____
End Time: _____

Venue: _____
City: _____

Budget: \$ _____

Guest Demographics: _____
Age Range: _____
Gender %: M % F %
Dietary/ Ethnic Considerations: _____

Your Vision:

1. What is the budget?
 - a. A budget involves all the money you wish to spend excluding taxes. Knowledge of your budget range will allow you to make the decisions on the following questions.
 \$ _____

2. Place in order of importance, 12 being the most important and 1 being the least. Do not use a number twice. If it is not applicable please leave blank.

a. Food ()	g. Tents ()
b. Bar ()	h. Photography ()
c. Location ()	i. Corporate Gifting ()
d. Décor ()	j. Entertainment ()
e. Transportation ()	k. Interactive activities ()
f. Marketing ()	l. Networking ()

3. Objectives:
 - a. What is the main goal of your event?
 - i. _____

 - b. Are there secondary objectives?
 - i. _____

 - c. What is your preferred tone of the event?
 - i. Fun
 - ii. Casual
 - iii. Elaborate
 - iv. Sophisticated

 - d. Would you like interactive elements?
 - i. Low (see a show)
 - ii. Medium (activities, guests have an option to choose)
 - iii. High (participatory, team building)

 - e. What type of entertainment do your guests prefer?
 - (1) Live music
 - (2) Dance
 - (3) Theatrical shows
 - (4) Interactive entertainment
 - (5) Games
 - (6) Pyrotechnics

4. Catering

a. Style of Catering:

- i. **Informal** (Stampede, Picnics on paper)
- ii. **Semi Casual** (Stampede, Picnics on china)
- iii. **Casual** (Buffet restaurants, Business meetings, Home parties)
- iv. **Semi Formal** (Weddings, Business events, Home parties)
- v. **Formal** (Five course dinners, Nine course wine tasting, Home parties)

b. Dinners:

- i. **Sit-down**
- ii. **Buffet**

c. Cocktail reception:

- i. **Butler** (Waiter are passing food)
- ii. **Table presentation** (Food is self served)
- iii. **Chef Stations** (Presenting and preparing for you)

d. Bar type: **Cash Bar** **Host Bar** **No-alcohol Bar**

e. Special dietary needs (restrictions, allergies): _____

f. Serving time: _____ am / pm

Additional Information:
