

DATE \_\_\_\_\_

CONTRACT # \_\_\_\_\_

**EVENT & PARTY QUESTIONNAIRE**

1. INFO:

Name: Contact \_\_\_\_\_

Address \_\_\_\_\_

Phone—Home (\_\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_\_) \_\_\_\_\_

Fax (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

\*CALL LOG:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. DATE & TIME: \_\_\_\_\_ 3. LOCATION: \_\_\_\_\_

4. BUDGET: \_\_\_\_\_ 5. GUEST COUNT: \_\_\_\_\_

6. THEME / COLORS: \_\_\_\_\_

7. ENTERTAINMENT: \_\_\_\_\_

8. FOOD & BEVERAGE: \_\_\_\_\_

9. DECORATION: \_\_\_\_\_

\*\*DELIVERY / SET-UP / PICK-UP? \_\_\_\_\_

(Where, what, and when) \_\_\_\_\_

OTHER INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NOTES

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BALLOONS/HELIUM TANK \_\_\_\_\_

CANDELABRAS \_\_\_\_\_

CHAIRS \_\_\_\_\_

CHINA / GLASSWARE / FLATWARE / SERVING TRAYS, ETC.

\_\_\_\_\_  
CONCESSION (popcorn, hot dog, cotton candy, etc.)  
\_\_\_\_\_

COOKING & FOOD SERVICE (champagne fountain, chocolate fountain, chaffing dishes, coffee urns, etc.)

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GENERATOR, HEATERS, FANS \_\_\_\_\_

GUEST & BABY NEEDS (rollaway beds, cribs, etc.)

\_\_\_\_\_  
LIGHTS & MIRRORED BALLS \_\_\_\_\_

LINENS (sizes & colors, overlays)

\_\_\_\_\_  
RESTROOMS & HANDWASH STATIONS \_\_\_\_\_

RISERS & DANCE FLOORS \_\_\_\_\_

STATIONARY / INVITES \_\_\_\_\_

TABLES \_\_\_\_\_

\*\*TENTS (SEE TENT BOOK)

\_\_\_\_\_  
OTHER DECORATION (FICUS GAZEBO, FICUS TREES, ***THEME ITEMS***, ETC.)

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NOTES

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Consultant(s): \_\_\_\_\_