

Company: _____

Contact Person: _____

Tel: _____

Email: _____

Web: _____

Address: _____

Today's Date: Event Date: **Event Information:**

Ideal Venue? _____

 Single Day Multi Day Monthly Annual If MultiDay, how many? _____**Transportation:** Supplied by Client Parking Public Transit Taxi Other _____ Supplied by Gracious Host Tour Bus Limousines Other _____**Guest Information:**Number of People; 1-50 50-100 100-200 200-300 300-400 400-500 500+ # = _____ Male Female Both Age Range: 1-20 20-30 30-50 50-75+ _____

Ethnicity? _____ Occupation/Industry? _____

Special Needs? _____

How can we measure the success of your event? _____

Allergies? _____

Budget	<input type="checkbox"/> \$0 - \$500	<input type="checkbox"/> \$5000 - \$10,000	<input type="checkbox"/> \$30,000 - \$40,000	<input type="checkbox"/> \$75,000 - \$100,000
	<input type="checkbox"/> \$500 - \$2000	<input type="checkbox"/> \$10,000 - \$20,000	<input type="checkbox"/> \$40,000 - \$50,000	<input type="checkbox"/> \$100,000 - \$125,000
	<input type="checkbox"/> \$2000 - \$5000	<input type="checkbox"/> \$20,000 - \$30,000	<input type="checkbox"/> \$50,000 - \$75,000	<input type="checkbox"/> \$125,000 - _____

Food & Beverage: Cocktail Reception or Sit Down Dinner? Buffet or Coured Meal? Cash Bar or Host Bar? Drink ticket: if so, how many per person? _____ Wine on each table? Champagne Fountain? Chocolate Fountain? Custom Cake? Serving Time:: _____**Audio Visual:** Stage for speaker or entertainers Podium mic Wireless mic Audio recording Videography Live Video Broadcast via internet Stage lighting Spot light Media Outlets Multi Media Services Power Point presentation with a screen Laser Show Up lights Search Lights Photography Other: _____**Decor & Special Effects:** Red Carpet Entrance Fireworks Smoke Machine Confetti Canon Ice Sculpture VIP Area Interactive Element Hair & Make-up for guests/organizers Theme: _____**Entertainment:** Master of Ceremonies Live Band DJ Theatrical Show Comedy Interactive Element Dance Floor

Duration: _____

Mood: Casual Formal Business Social Fun and Friendly Red Carpet Glitz**Pre Event Planning:** Invitations Street Team Marketing Marketing and Advertising Public Relations Services