Today's Date: _____ Type of Event: _____

Name: _____

Phone: _____ Email: _____

Alternate Contact: _____ Phone: _____

Home Address: _____

Venue Name: _____

Venue Address: _____

What is the **Date** of Event? _____

What is the **Time** of Event? _____

Number of Guests attending: _____

Budget: _____

Colors Scheme: _____

Theme/Style: _____

_____

_____

_____

How many tables will you have?

_____

Round table size:

_____

Rectangle table size:

_____

_____

What color do you want for the tablecloths? _____

Do you want to add table runners? What color and style?

_____

Do you want chair covers and sashes? (If yes, what color do you want?)

_____

How many chairs will you have and what is the style of the chairs?

_____

What do you want for Centerpieces? Do you want to add silk/natural flowers & roses?

_____

_____

_____

_____

_____

Do you want a candy buffet? _____

_____

_____

Supplies needed for event:

*Napkins

*Silverware

*Plates

*Charger plates

Things to think about:

Venue Decorations:

_____

_____

_____

_____

_____

_____

_____

Do you want to add wedding Favors? (Describe below)

_____

_____

_____

Inventory drop off day and time:

_____

_____

Inventory pick-up day and time:

_____

_____

Parking: _____

_____

_____

_____

Additional Notes: _____

_____

_____

_____

Security Deposit $: _____

Quote: $ _____