

Preliminary Questionnaire



Event Type: _____

Date/Time: _____

Venue: _____

Attendee's count: _____

Client's Name: _____

Address: _____

Phone Number: _____ Email: _____

Event Location: _____

Theme: _____

Colors: _____

What services do you need:

Additional Request: _____

Budget: \$_____ How did hear about us? _____

Catering Needs: (Lunch, dinner, etc.)

Additional Details:

