

PARTY INFORMATION SHEET

Please fill out the info below and then I can give you an exact quote for my services

NAME: _____

ADDRESS: _____

PHONE #'S: _____ Email Address: _____

DATE OF PARTY:

START TIME OF Party : _____ END TIME: _____

LOCATION OF EVENT: _____

NUMBER IN ATTENDANCE: _____

EVENT HELD: (Please Circle Answers) INSIDE / OUTSIDE

WHAT YOU NEED ME TO DO: Ceremony / Reception / BOTH

WOULD YOU LIKE A LIGHT SHOW: YES / NO SMALL / LARGE

WILL YOU NEED UPLIGHTING: YES / NO # OF LIGHTS _____

SHELTER PROVIDED (IF OUTSIDE): YES / NO

DINNER SERVED: YES / NO or HORS' D' OEUVRES: YES NO

UPSTAIRS: YES / NO IF YES: STAIRS / ELEVATOR

DRESS: FORMAL / SEMI-FORMAL / CASUAL

Will you need me to provide PA for the Ceremony?? Yes / No

If Yes, Continue below:

Wedding Ceremony Info:

Time: _____

Location of Ceremony: _____

Location Phone: _____

Is Ceremony in the same location as the Reception?? Yes / No

Will I be set up in the same place for both Ceremony & Reception Yes / No

(Example: Equipment stays exactly where it gets setup and does not have to be moved)

Will I need to move equipment from one event to the other Yes / No

(Example: Ceremony in the Front Yard & Reception in the Back Yard)

Price Quote \$ _____