

Event Questionnaire

Thank you for choosing I'll Cherish 4Ever to accompany your event. The purpose of this questionnaire is to define the scope of work needed so we can better assist you and prevent any misunderstandings concerning what we will be providing for your event. Please fill out the form below.

Date of Event: ____ / ____ / ____ (MM/DD/YY)

Contact Information for Event:

Client Name: _____

Phone Number: Day: _____ Evening: _____

Email Address: _____

What is the estimated decorating budget for the event: \$ _____

How do you prefer we contact you: ☐ Phone ☐ Email ☐ Other: _____

Event Information:

Location: _____

Address: _____

Type of Event: _____ **Event Theme/ Color:** _____

Event Start Time: _____ **AM** ☐ **PM** ☐

Event End Time: _____ **AM** ☐ **PM** ☐

Event Set Up Duration: Date/Time: _____

Number of Guests: _____

Number of Tables: _____

Table Runner? Y ☐ N ☐

Color: _____

Tablecloths? Y ☐ N ☐

Color: _____

Seats per table: _____

Round _____ **Rectangular** _____

Do you need a personalized table? Y ☐ N ☐ **How many Seats?** _____

Chair Covers? Y ☐ N ☐ **Color:** _____ **How Many?** _____

Sashes for Chair? Y ☐ N ☐ **How Many?** _____ **Color:** _____

Will this be a recurring event? Y ☐ N ☐

If yes, how often will this event occur? Weekly ☐ Monthly ☐

Quarterly ☐ Yearly ☐

Do you have a caterer for the event? Y ☐ N ☐

*** If No do you need assistance in finding a caterer? Y ☐ N ☐

Name of company catering the event: _____

Phone Number of Caterer: _____ Ext. _____

Contact name of caterer catering the event: _____

Address of company catering the event: _____

Do You have someone to host / MC your event? Y ☐ N ☐

Name / Contact of person hosting your event: _____

If no, do you plan on having someone host your event Y ☐ N ☐

BACKDROPS

Backdrops Needed? Y ☐ N ☐ How Many? _____

Backdrop Colors #1: _____

Backdrop Colors #2: _____

Lights on Backdrop? Y ☐ N ☐

Name on Backdrop? Y ☐ N ☐ Name on Backdrop: _____

Balloons on Backdrop? Y ☐ N ☐ Colors for balloons: _____

Gift Table? Y ☐ N ☐

Special notes for decor:

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Although we do not have a venue to host your event, we are more than happy to help you find one and help create the perfect event you have in mind! A non-refundable security deposit of 25% is due in order to lock in your date. Final payment is due 2 weeks prior to your scheduled event. We like for you to be precise so we can determine your design goal and budget. Our goal is to achieve the design you are looking for and perfect it. We look forward to helping you create beautiful memories.

Please save and send the completed form to info@illcherish4ever.com