



Date: _____

New Client Questionnaire & Consultation Request

revised 07/2022

Client Information

At Key Lavish Events, our goal is to make your event as unique you have envisioned. We would like to know a little more about you and your guests so that we may facilitate the needs of everyone in attendance. This questionnaire will provide us with the information required to put together the right team, customize the best plan and use the most perfect tools, centerpieces, chandeliers, flowers and table arrangements to bring your vision to life making your night the greatest of your memories.

Email:

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☐ @gmail ☐ @yahoo ☐ @hotmail ☐ @aol ☐ @icloud ☐ @ymail ☐ other

Name
(first & last)

How did you hear about us?

Phone:

May we text you? ☐ Yes ☐ NO

Address:

House#/Street

City/State

Zip Code

Event Type

☐ Proposal ☐ Wedding ☐ Vow Renewal ☐ Banquet ☐ Quinceañera ☐ Sweet16 ☐ Birthday ☐ Baby Shower ☐ Gender Reveal
☐ Graduation ☐ Promotion ☐ Welcome Home ☐ Retirement ☐ Other

Services

☐ Venue ☐ Event Planning ☐ Event Design ☐ T-Shirts ☐ Photo Booth ☐ Photographer ☐ Videographer ☐ Caterer ☐ Food Server
☐ Treat Table ☐ Custom Cake/Baker ☐ DJ ☐ Limousine ☐ Day-On Coordinator ☐ Balloons ☐ Throne Chair(s) _____

About the Event

What is your Budget for design services? _____

Have you decided on a venue yet? Yes ☐ No ☐

If so, where? _____

What Date: ____ / ____ / ____

Is this a holiday? _____

This event will start at _____ and end at _____ (after hour fee applies for pickup/breakdown after 11:45pm)

How many guests do you anticipate? _____ How many will seat at the head table _____

About the Design

What are your dominant colors? _____

What do you prefer as your trim or accent? ☐ White ☐ Gold ☐ Silver ☐ Rustic

Do you have a theme? _____

Name of person the event is for: _____ Would you like their name or initials displayed? _____

"Turning Your Events Décor Dreams Into Reality"

☐ 15minute \$0.00 ☐ 45minute \$50.00 Date: _____ Time: _____ ☐ Cash ☐ Charge

We will provide a free 15 minute consultation if designer is in store and available. All scheduled consultations are \$50/up to 45 minutes paid upon scheduling. We will provide you with a \$50 booking credit if hired for design services.

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