**CREATIVE ENCOUNTERS ARTISTRY**

**DÉCOR/EVENT QUESTIONNAIRE**

DATE OF EVENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TIME: From:\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_

EVENT ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

HOW MANY GUESTS: \_\_\_\_\_\_\_ EVENT TYPE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EVENT: INDOOR \_\_\_ OUTDOOR \_\_\_ GUEST OF HONOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COLORS & SHADES (EG: PURPLE/LAVENDER): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THEME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BUDGET: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DÉCOR/EVENT WISH LIST (EG: BALLOONS, PAPER FLOWERS, ETC…)

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**IMPORTANT!!** DESCRIBE YOUR VISION FOR THIS EVENT IN THREE WORDS:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note that there is a separate charge for transport, which starts at $60.00. Total cost depending on the location**

**Of your event.** Once acceptance of event is confirmed and contract is signed, 50% is required and balance is due two

weeks prior to the event. Delay in receiving payment may result in a delay in acquiring décor materials, therefore a timely response and payment is a necessity for the success of your event.

**ITEMS AVAILABLE**: BACKDROP WITH PIPE & DRAPE, BOXWOOD HEDGE, BALLOON GARLAND, TABLESCAPES WITH CENTERPIECES, TABLECLOTHS, TABLES, CHAIRS, CAKE /CUPCAKE STANDS, MONEY/CARD BOX, WELCOME SIGNS WITH EASEL, CHUPPAH, CYLINDER PLINTHS

OTHER ITEMS NEEDED: (PLEASE INDICATE COLORS AND AMOUNTS OF ITEMS) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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