New Client Questionnaire

Name:

Billing Address:

City:

State:

Zip:

Phone:

Email:

Event Location Information

Event Type:

Venue:

Date(s):

Event Address:

City:

State:

Zip:

Point of contact name/number:

Type of surface: Grass (staked) Blacktop (staked or weighted) Concrete (weighted)

Easy Access: YES NO

Event Rental Information

Number of guests:

Size of Tent:

Sidewall: Solid or Window

What sides:

Tent Style: Traditional Frame Tidewater Structure Clear Structure

Table Style: 6ft Banquet (6-8 ppl) 8ft Banquet (8-10 ppl) Cocktail (42" tall/36 round)
Half Round 36" Round(cocktail) 48" Round 60" Round(8 ppl) 72" Round(10ppl)

Number of tables:

Head Table: YES NO Raised: YES NO Number of people in wedding party:

Need Bar: YES NO Is bar under tent: YES NO

Chair Style: Gray Folding White Folding White Wood

X-Back Wood Chair Chiavari (White – Black – Silver – Gold – Mahogany)

Number of chairs:

Cushions: YES NO (White – Ivory – Black for Chiavari chairs ONLY)

Need dance floor: YES NO Size of dance floor:

Need Stage: YES NO Size of stage:

Entertainment:

Linen size:

Number of linens:

Linen color:

Dinnerware: Dinner Plates Salad Plates Dessert Plates Glasses/Stemware
Forks Knives Spoons

Lighting: Flood Perimeter (café) String (café) Up-Lighting

Notes/Special requests/ Event details: