

JP EVENTS & DESIGN

Event Initial Consultation Form

Contact Information:

Name:

Email:

Phone number:

Mailing address:

Preferred method of contact:

Event Information & Details

Date of Event:

Expected number of guests:

Dress Attire: formal, casual, business casual, black tie, etc.

Estimated budget for event:

Will this budget include, food, alcohol, music, atmosphere, décor, venue?

Your Event Style or Theme:

What type of event is this? (Examples: Corporate event, dinner party at your home, or other location, holiday party, birthday party, anniversary party, going away party, sweet 16 party, baby shower, bridal shower, open house for home or business, graduation party.)

Are there particular style elements or details you have already chosen?

What colors would you like to use for your event?

Event Vendors

Event Site: (Type of location desired or booked, start time)

Event Entertainment: (Band, DJ, Piped in Music, Instrumental, Soloist)

Has any of this been booked so far?

Catering: (type of food such as heavy or light hors d'oeuvres, buffet, stations or plated,)

Dessert: (type of desserts desired, name of bakery if already booked)

Alcohol and bar: (will it be a full bar, just beer and wine, non-alcoholic, hosted bar, cash bar, other)

Staffing: (who will staff the event including food service, setup, clean up and bartending)

Rentals and linens: (what kind of rental items and table linens are needed, what has been booked)

Photography: (type and length of photography desired, name of photographer if already booked)

Video/Cinema: (type and length of videography desired, name of the video/cinema company if already booked)

Floral: (what kind of flowers are desired, name of the florist if already booked)

Décor and lighting: (what kind of décor and/or lighting is desired, what has been booked)

Invitations and stationery: (style of invitations desired or purchased, what has already been ordered)

Signage: (banners, entry signage, floating signage for pools, fountains, also used with special effect lighting, marquee signs, flags, chalkboards, light up tubes used for walkways, around the room or venue. Table top signage)

Transportation: (Limo, Party buses, Trolleys, Shuttles, Uber, other)

Misc. Vendors: (are there any other vendors or services you have booked or looked at)

What planning and/or design services are you interested in: (Examples: design/styling, partial planning, full-service planning, hourly, other)

I look forward to talking with you more after I look over your form.

I will be in touch with you by the next business day.

Best,

Julie Phillips,

JP Design & Events

Mt. Pleasant, South Carolina

Jpevents26@gmail.com