



Date: _____
Event: _____

**PERSONAL:**  **BUSINESS:**

**Client:** \_\_\_\_\_

**Planner:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Fax #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Second Contact/Relationship:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**EVENT INFORMATION**

**Venue & Description of Event:**

**Event Address:** \_\_\_\_\_

**Date and Time of Event:**

**Estimated No. of Guests:** \_\_\_\_\_

**Comments:**

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