

Trudy's Event Planning Services, LLC

We Create. You Celebrate

CONSULTATION EVENT FORM

Contact Information			
Name			
Phone Number		Email Address	
Contact Preference	Call__ Text__ Email__	How did you hear About us?	
Event Information			
Type of Event		Date of Event	
Event Location (If known, please include address)		Start Time- End Time of Event	
Type of Event Planning Requesting	Full Event Planning __ Partial Planning __ Event Décor ONLY __ Day of Coordination ONLY __		
Expected number of Guests		What is your budget for this event?	
Event Planning Questionnaire			
Do you have an event theme? If yes, what is it?		Do you need assistance creating a theme?	
Have you chosen a color scheme for your event? If yes, what is it?		Do you need assistance creating a color scheme?	
Do you want a custom tablescape at your event? (ex: custom themed sweet/dessert/table)		Do you need table linens?	
Do you need chair covers/sashes?		Does your venue provide chairs and tables? If so what kind? (round, square)	

Please list any additional information or questions you have regarding your event

___ Balloons	___ Caterer	___ Centerpieces	___ Tableware	___ Event Favors
___ Event Programs	___ Invitations	___ Party Games/ Prizes	___ Photo Backdrop	___ Specialty Décor
___ RSVP Cards	___ Personalized Items	___ Save the Date	___ Table Linen & Napkins	

Please list any additional information or questions you have regarding your event

Terms & Conditions

Each contract is individually designed based on the needs and specifications of the client. Please note that a deposit (50% of the quoted total) will be due once the contract is accepted by the client. Trudy's Event planning Services , LLC will not begin any designs for the event until the deposit is received.