

Date of Event _____

Time of Event _____

Guest (Guests) of Honor _____

Type of Event (circle one).....Anniversary _____

(fill in # of years) Birthday..... _____

Reunion..... _____

Banquet..... _____

Dance..... _____

Holiday Party _____

Other..... _____

Special Activities or
Announcements _____

Requests, Special Dances/Songs, Dedications.....etc..... _____

Event Information Sheet

Client's Name: _____

Address: _____

Home Phone#: _____

Work #: _____

Event Date: _____

Event Start Time: _____

*(Approximate time guests will start to arrive at Venue/ Event Location!)

Approximate time Guest Of Honor will arrive _____

Event Ending Time: _____

Do You Expect To Stay Longer Than 4 Hours? _____ Yes _____ No

Would You Like Us To Ask You After 4 Hours, If You Would Like To Stay Longer? _____ Yes _____ No

Do You Want Lights? _____ Yes _____ No

Basic Light Package _____ <or> Special FX Package _____ (check one)
(Basic light pkg. included with 4hr booking) (Special Fx Pkg-Additional cost=\$100.00)

If you do not want the entire Special FX Package, we can bring only the lights or effects that you want? Please list the lights or FX you prefer! (Bubbles, Strobe, Fog, Mirrored Ball, Nightclub Type Lights) - (Individual Lights=\$25.00 each)

Location Of Venue: _____

Street Address Of Venue: _____

Name Of Venue Manager: _____

Phone # For Venue: _____

Are There Any Stairs That We Will Have To Transport Equipment Up or Down? _____ Yes _____ No

If yes, List # of Stairs _____ (\$25.00 Additional Stair Fee if more than 3 steps Upstairs or downstairs)!!!

Will Event Be: Upstairs <or> Downstairs <or> Groundlevel (Circle One)!!!

Would You Be Interested In any Optional Services or Special Fx Lighting For Your Event? Yes _____ No _____
If Yes, which ones? _____

The Following Questions Only Apply To Wedding Receptions

Ceremony Time: _____

Will Ceremony Be At Same Location As Reception? _____ Yes _____ No

If yes, will you need us to provide music for the ceremony? _____ Yes _____ No

Approximately how far away is your reception from your ceremony _____

*(This is needed to estimate the arrival time of your guests at the reception site)