



# Event Worksheet

For all other events except Weddings

## Event Organizer \*

First Name      Last Name

## Company Name (If Applicable)

## Phone Number \*

Please enter a valid phone number.

## Email \*

example@example.com

## Event Type \*

- Birthday Party
- Corporate Event
- School Event
- Other Event

## If other, please describe event

## This event is for \*

- Me
- My company
- My school

Someone else

**If for someone else, please list below**

First Name      Last Name

**Is this event a surprise? \***

Yes

No

**Event Venue \***

**Venue Contact \***

First Name      Last Name

**Venue Address \***

Street Address

Street Address Line 2

City                      State / Province

Postal / Zip Code

**Venue Phone # \***

Please enter a valid phone number.

**Venue Email \***

example@example.com

## Photographer Company

### Photographer Contact Name

First Name      Last Name

## Videographer Company

### Videographer Contact Name

First Name      Last Name

## Photobooth Company

### Photobooth Contact Name

First Name      Last Name

## Catering Company

### Catering Contact Name

First Name      Last Name

### Will alcohol be served at this event? \*

Yes

No

### If yes

Cash Bar

Limited Open Bar

Full Open Bar

**Will anyone be making a toast? \***

Yes

No

**Will there be a presentation? \***

Yes

No

**If yes, please describe**

**Will there be a gift exchange? \***

Yes

No

**If there is any other information you would like us to know about your event? If so, please let us know below.**