

**INFORMATION REQUEST FORM**

**CONTACT INFO**

NAME \_\_\_\_\_ COMPANY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_ WEBSITE \_\_\_\_\_

PLEASE ADD ME TO YOUR MAILING LIST.  PLEASE ADD ME TO YOUR EMAIL LIST.

**PLEASE FILL OUT THIS SHORT QUESTIONNAIRE**

EVENT TYPE BEING PLANNED \_\_\_\_\_ DATE OF EVENT \_\_\_\_\_

EVENT TIME \_\_\_\_\_ NUMBER OF GUESTS \_\_\_\_\_ BUDGET PER PERSON \$ \_\_\_\_\_

PREFERRED VENUE LOCATION \_\_\_\_\_

**PROVIDE OPTIONS FOR**

- EVENT THEME
- DÉCOR/LIGHTING
- FLORAL
- MUSIC & ENTERTAINMENT
- VENUES

**MENU TYPE**

- BREAKFAST
- BRUNCH
- LUNCH
- DINNER
- HORS D'OEUVRE

**PLEASE SELECT**

- SIT-DOWN
- PASSED
- BUFFET
- BUFFET STATIONS
- PASSED & BUFFET

**BEVERAGE SERVICE**

- FULL BAR
- BEER
- WINE
- CHAMPAGNE
- ASSORTED SOFT DRINKS/WATER
- COFFEE
- TEA

WHEN COMPLETED PLEASE FAX IT TO OUR OFFICE 1-866-402-7409