

Client Profile Form

1. Name: _____
2. Cell Phone: _____
3. Work Phone: _____
4. Home Phone: _____
5. Mailing Address: (please include city, state and zip) _____

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6. What type of event would you like for us to plan for you: _____
 7. Event Date: _____
 8. Start and End time: _____ / _____
 9. Event Location: (please include full address) _____

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10. Have you reserved a date at this location and made a deposit? _____
 11. Are you the guest of honor: _____
 - a. If not, please enter name of Guest of Honor: _____
 12. Is this event a surprise party: _____
 13. How many guests will you be expecting: _____
 14. Have you chosen a theme for this event? _____
 - a. If so, what is the theme and/or Color Scheme? _____
 15. Would you like any type of entertainment for this event: (i.e.: band, singer, clown, comedian, etc.) _____
 16. Will you require a caterer for this event? _____
 17. Will you require a Disc Jockey for this event? _____
 18. Will you require printed invitations? _____
 - a. Would you like for us to handle the R.S.V.P.'s for this event? _____
 19. Please indicate any additional event details that you would like Events by Brittany to manage for you.
