

# ■ Event Customization Form

## Client Information

Full Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Preferred Contact Method: ■ Phone ■ Email ■ Text

## Event Details

Type of Event: ■ Birthday ■ Wedding ■ Anniversary ■ Corporate Event ■ Baby Shower ■ Graduation  
■ Other: \_\_\_\_\_  
Event Date: \_\_\_\_\_  
Event Time: \_\_\_\_\_  
Event Location / Venue: \_\_\_\_\_  
Estimated Guest Count: \_\_\_\_\_

## Event Style & Theme

Theme / Inspiration: \_\_\_\_\_  
Colors / Aesthetic Preference: \_\_\_\_\_  
Formality: ■ Casual ■ Semi-Formal ■ Formal ■ Black Tie

## Services Requested (Check all that apply)

- Venue Selection
- Catering / Food & Beverage
- Bartending / Alcohol Service
- Entertainment (DJ, Band, Performer)
- Photography / Videography
- Event Decor & Styling
- Invitations & Stationery
- Flowers & Centerpieces
- Rentals (tables, chairs, linens, etc.)
- Lighting / Audio Visual
- Day-of Coordination
- Full-Service Planning
- Other: \_\_\_\_\_

## Food & Drink Preferences

Cuisine Type(s): \_\_\_\_\_  
Special Requests (vegan, vegetarian, gluten-free, etc.): \_\_\_\_\_  
Beverage Options: ■ Non-Alcoholic Only ■ Beer & Wine ■ Full Bar ■ Signature Cocktail(s)

## Entertainment & Extras

Preferred Entertainment: ☐ DJ ☐ Live Band ☐ Playlist Only ☐ Other: \_\_\_\_\_

Extras: ☐ Photo Booth ☐ Party Favors ☐ Games / Activities ☐ Custom Cake / Dessert Bar ☐ Other:

\_\_\_\_\_

## Budget & Priorities

Estimated Budget Range: \_\_\_\_\_

Top 3 Priorities for Your Event:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

## Additional Notes

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_