

# Easy Event Planning Form

If you are having an event and would like more information, please fill out this **no-obligation** easy event planning form and fax it to **905 901-9980** and someone from AWE will get back to you.

**Client Name:** \_\_\_\_\_

**Group/Company Name:** \_\_\_\_\_

**Client Phone:** \_\_\_\_\_

## GENERAL INFORMATION

**Date of Event:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Venue:** \_\_\_\_\_

**Specific Location at Venue:** \_\_\_\_\_

**Venue Contact:** \_\_\_\_\_ **Venue Phone:** \_\_\_\_\_

**Venue City/State:** \_\_\_\_\_

**Directions To Event from Oakville, ON:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## EVENT BUDGET

What is your approximate event budget? \_\_\_\_\_

## EVENT DETAILS

Is there a **theme** to your event? If yes, please specify: \_\_\_\_\_

What is the expected **attendance** at your event? \_\_\_\_\_

What percentage of your guests will be in each of the following **age** groups?

\_\_\_\_ 13 or under \_\_\_\_ 18 - 21 \_\_\_\_ 22 - 35 \_\_\_\_ 36 - 45 \_\_\_\_ 46 - 60 \_\_\_\_ Over 60 \_\_\_\_

Type of **Meal Service** you are having: \_\_\_\_ Seated-Served \_\_\_\_ Buffet \_\_\_\_ Hors d' oeuvres

## ENTERTAINMENT

Will you need a **BAND** at your event? \_\_\_\_\_

If so, any idea of who? \_\_\_\_\_

What type of music do you want the band to play: \_\_\_\_\_

How would you like BAND attired? \_\_\_\_ Formal (Suit) \_\_\_\_ Semi-Formal \_\_\_\_ Casual

**PRODUCTION**

Will you need production? \_\_\_\_\_

Will you need lighting? \_\_\_\_\_

Do you have enough power to accommodate a band? \_\_\_\_\_

**HOST**

Will you need a host at your event? (Host able to make announcements, intro band, hand out door prizes, etc...)

\_\_\_\_\_

If so, any idea who? \_\_\_\_\_

How would you like the HOST attired? \_\_\_\_ Formal (Suit/Dress) \_\_\_\_ Semi-Formal \_\_\_\_ Casual

**DJ**

Will a DJ be required? \_\_\_\_\_

If so, what type of music will you want? \_\_\_\_\_

How would you like the DJ attired? \_\_\_\_ Formal (Suit/Dress) \_\_\_\_ Semi-Formal \_\_\_\_ Casual

Are there any specific songs or artists you do NOT want to hear? \_\_\_\_\_

\_\_\_\_\_

Please list any special songs or any other special needs you may have of your disc jockey:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any announcements that need to be made? (Birthday, Anniversary, etc) \_\_\_\_\_

\_\_\_\_\_

**VIDEOGRAPHER**

Will you need someone to video your event? \_\_\_\_\_

Would you like it later on a DVD copy? \_\_\_\_\_

**OTHER**

Do you need anything else at event?

\_\_\_\_\_

\_\_\_\_\_

You can always e-mail us at [info@angelwingentertainment.com](mailto:info@angelwingentertainment.com), call AWE at 905 962.1011 or visit us online at <http://www.angelwingentertainment.com>