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Event Information Form

EVENT PROFILE

Event Name: _____

Event Date: _____ Event Hours: _____

Company Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax Number: _____

Web Address: _____

Contact Name: _____

Contact E-mail: _____

Event Host Overview (The mission/ philosophy/ etc for the event.):

Event Objectives:

Event Type:

- | | |
|---|---|
| <input type="checkbox"/> Board Meeting | <input type="checkbox"/> Sales Meeting |
| <input type="checkbox"/> Committee Meeting | <input type="checkbox"/> Shareholders Meeting |
| <input type="checkbox"/> Customer Event | <input type="checkbox"/> Special Event |
| <input type="checkbox"/> Educational Meeting | <input type="checkbox"/> Team-Building Event |
| <input type="checkbox"/> General Business Meeting | <input type="checkbox"/> Training Meeting |
| <input type="checkbox"/> Incentive Travel | <input type="checkbox"/> Trade Show |
| <input type="checkbox"/> Local Employee Gathering | <input type="checkbox"/> Video Conference |
| <input type="checkbox"/> Product Launch | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Public/Consumer Show | |

Event Frequency: One Time Only
 Biennial
 Annual
 Semi-Annual
 Quarterly
 Monthly
 Other: _____

Event is mandatory for attendees: Yes No

Spouses & Guests are invited to attend: Yes No

Children are invited to attend: Yes No

Est. Attendance: _____ Men: _____ Women: _____

Age Range: _____

BUDGET

Total Budget: _____ Food & Beverage _____

Entertainment: _____ Prizes/Give-aways: _____

Decorations: _____ Print Materials: _____

Other: _____

What services would you like to include in your proposal?

Venue: Yes No

Comments:

Catering: Yes No

Type of food desired (Hors d' Oeuvres, Sit Down Meal, Buffet, Family Style):

Beverage: Yes No

Beverages Desired (Non-Alcoholic, cash bar, full-service bar, etc.):

Invitations: Yes No

Formal Invitations _____ Informal Invitations _____

RSVP Method: E-mail _____ Phone _____ Fax: _____ Mail _____

Comments:

Decorations: Yes No

Comments:

Additional Rentals – tables, chairs, tents, etc.: Yes No

Comments:

Print Materials – name tags, banners, promotional materials, etc.: Yes No

Comments:

Entertainment – Yes No

check all that apply:

___ Games & Rides

___ Clowns & Face Painters

___ Hypnotist

___ Karaoke

___ Other:

___ Caricaturists

___ Magician

___ Speaker

___ Live Music

___ Jugglers

___ Comedian

___ DJ

___ Photo Area

Comments: _____

FURTHER QUESTIONS:

What has your company done in the past?

What seemed to work for you?

How do you know it worked?

What did not work and why?