

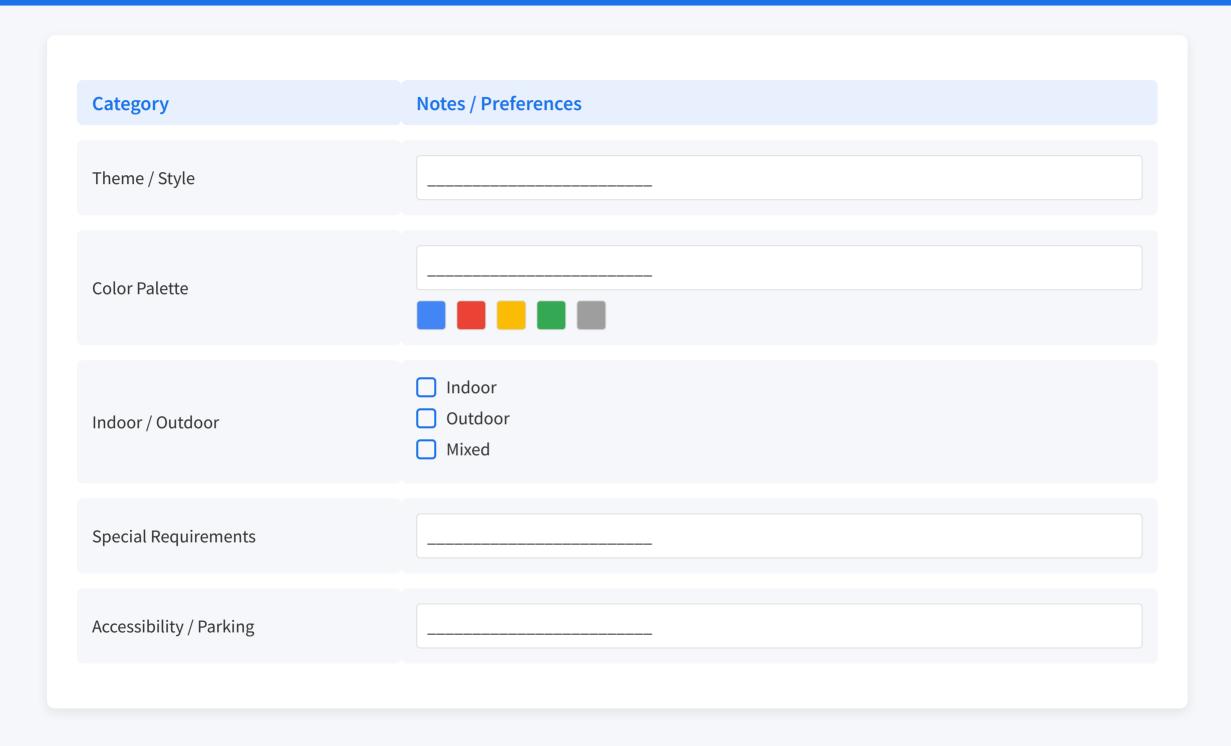
△ SECTION 1: CLIENT DETAILS

Client Name	
Phone	Email
Event Type	
■ Wedding ■ Corporate ■ Party ■ Festival ■ Other:	
Event Date	Estimated Guest Count
Venue / Location	
Budget Range	
£	- £

E SECTION 2: BOOKING DETAILS

ltem	Notes / Details
Inquiry Date	
Consultation Held	Yes No
Contract Signed	Yes No
Deposit Received (30–40%)	Amount: £ Date:
Payment Plan Confirmed	Yes No
Final Payment Due	weeks before event
Rush Fee Applied (if <8 weeks)	Yes No

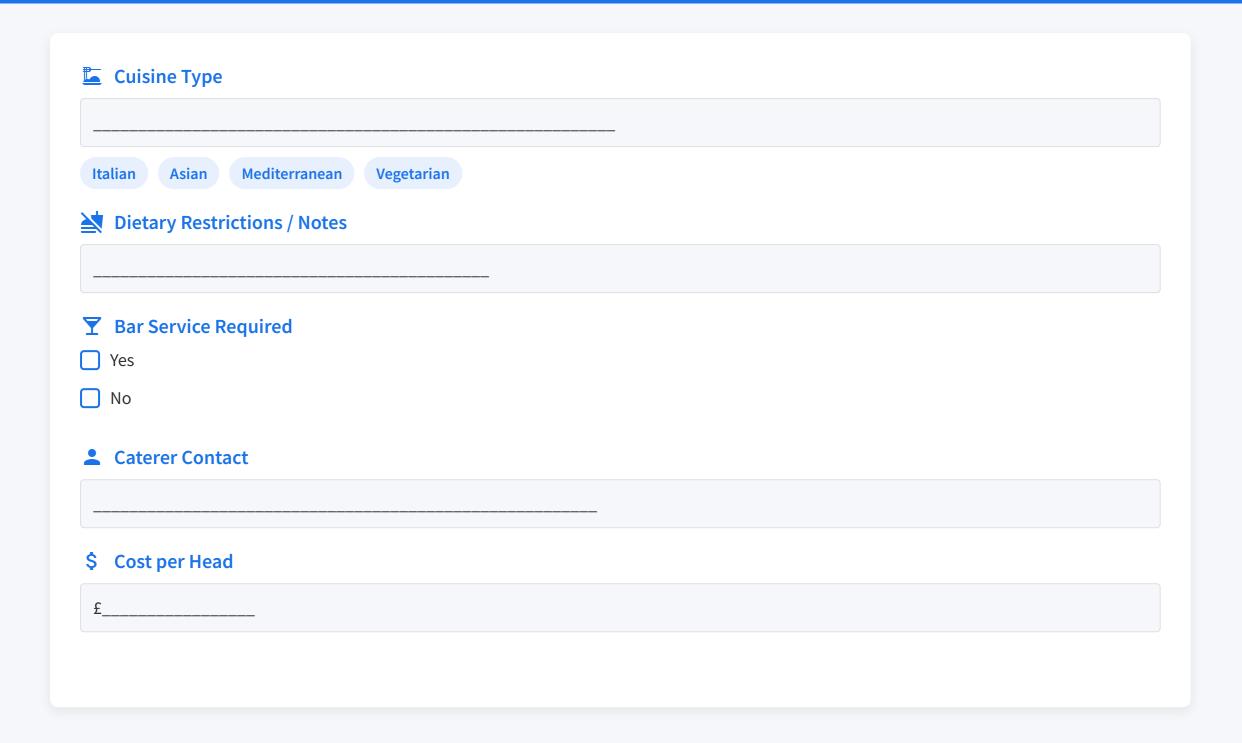
SECTION 3: EVENT OVERVIEW



MACHINICAL SECTION 4: VENUE & LOGISTICS

Load-in:	Load-out:	
⊘ Venue Restrictions		
☼ Facility Access		
Power / Kitchen Access		
Storage / Green Room		

41 SECTION 5: CATERING



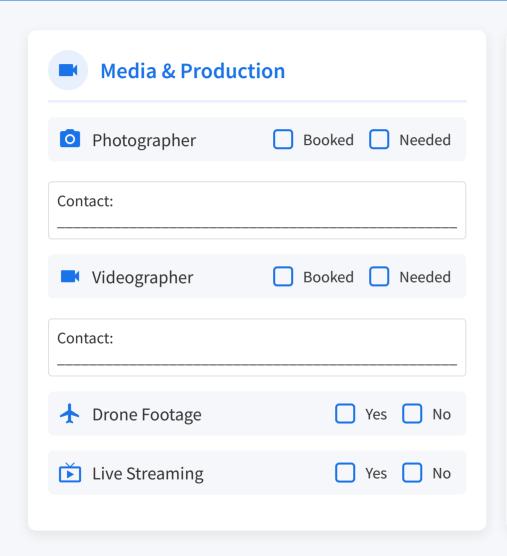
❖ SECTION 6: DÉCOR & STYLING

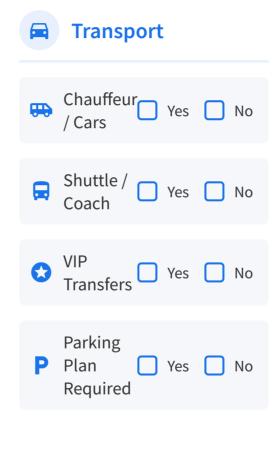
Item	Required?	Supplier / Notes
Florals	Yes No	
Furniture Rental	Yes No	
Draping / Backdrop	Yes No	
☐ Centerpieces	Yes No	
Lighting Plan	Yes No	

SECTION 7: AUDIO / VISUAL

ltem	Required?	Supplier / Notes
	Yes No	
Screens / Projectors	Yes No	
DJ / Band	Yes No	
Power Confirmed by AV	Yes No	
AV Supplier Contact	Yes No	

♣ SECTIONS 8-10: MEDIA, TRANSPORT & SPECIAL EFFECTS



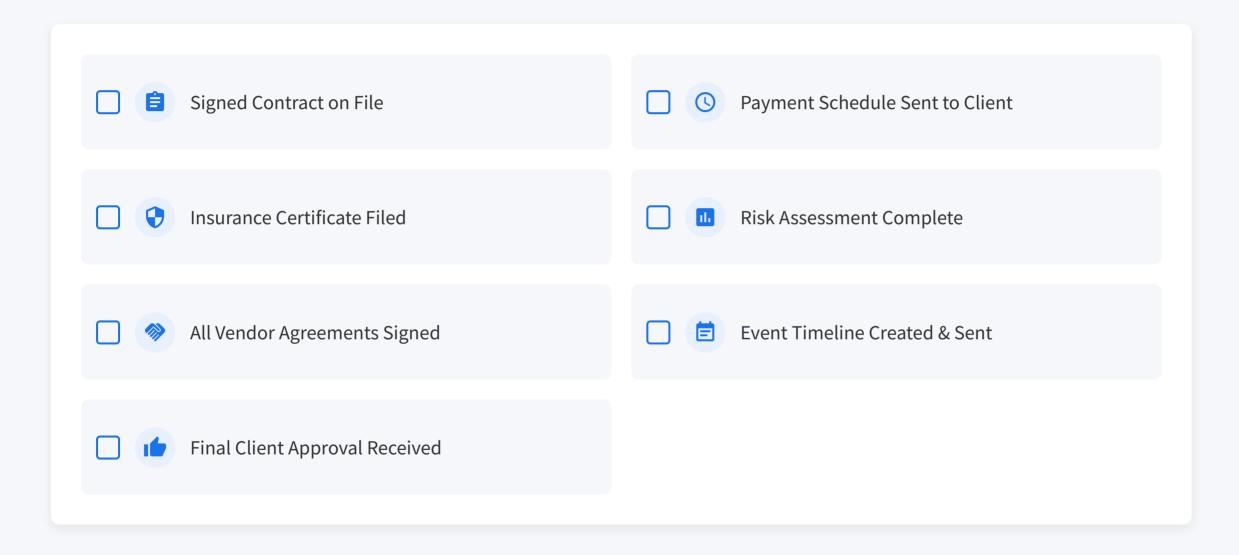


♦ ‡ Special	Effects	
Fireworks		Yes No
Drone Sho	w 🔲 '	Yes No
Performer:	s/MC \\	Yes No
A Permits	Confirmed	Pending

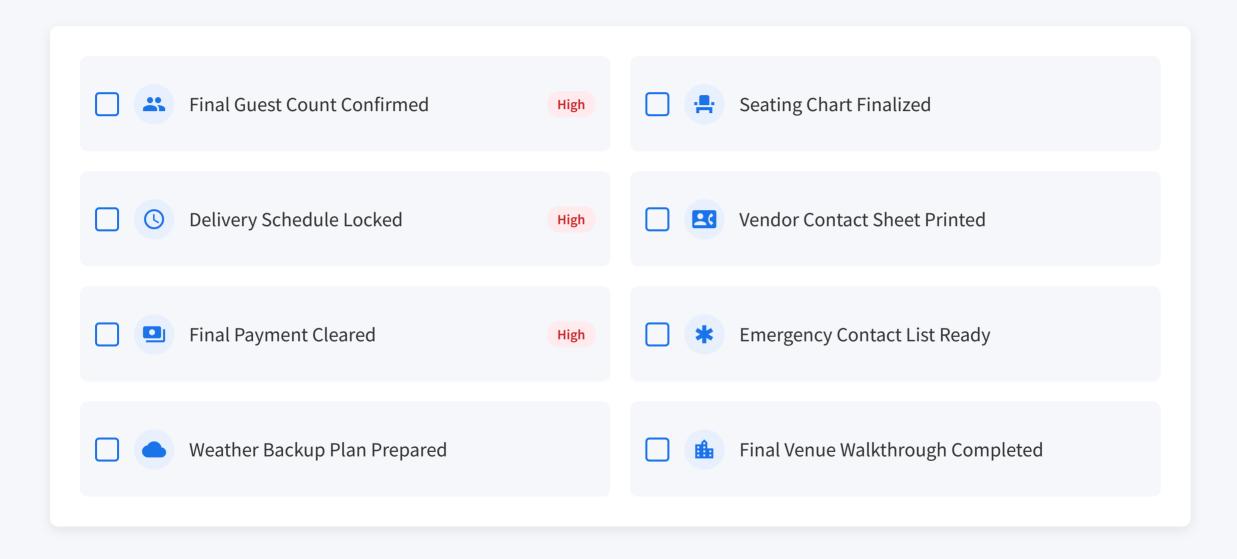
B SECTION 11: SUPPLIERS / SUBCONTRACTORS

Category	Supplier Name	Contact Info	Confirmed?	Deposit Paid?
• Venue				
Y Catering				
◆ Decor / Florist				
o AV / Production				
☐ Transport				
Fireworks / Drone				
Photography				
■ Videography				

B SECTION 12: DOCUMENTS & ADMIN



SECTION 13: FINAL EVENT CHECKLIST



SECTION 14: NOTES / FOLLOW-UP





Special dietary accommodations for 8 guests with severe allergies

Oct 15, 2023

Vendor Coordination

Florist requires final guest count by Nov 1 for custom arrangements

Oct 22, 2023

O Timeline Adjustments

Load-in time moved to 6:00 AM due to venue morning event

Oct 18, 2023

Security Requirements

VIP guests require additional security measures and private entrance

Oct 25, 2023



Next Action: Confirm final guest count with client by Oct 28