

## Event Planning Questionnaire

Client Number : \_\_\_\_\_  
(For Office Use Only)

Please fill out this form as completely as possible in order for us to give you a quote for your event print materials. Estimates are fine if you're not sure on certain details. Use the back of this sheet or an additional sheet if needed.

Client name(s) : \_\_\_\_\_

Mailing Address(es) : \_\_\_\_\_

Contact Phone(s) : \_\_\_\_\_

Contact Email(s) : \_\_\_\_\_

I prefer to be contacted via :  Email  Phone Best time to contact me : \_\_\_\_\_

Event Type : \_\_\_\_\_ Event Date : \_\_\_\_\_

Estimated Attendance : \_\_\_\_\_

Which package option are you interested in at this time?

- Print Package, which contains only print items for your event. Examples of items included in this package: invitations, envelopes, RSVP cards, gift registry cards, event programs, table place cards, thank you cards
- Print & Web Package, which contains everything the print package does, as well as a personalized website to match your print items. Examples of items included on your website: the backstory of your event (for example, how the bride-to-be and her groom met and fell in love), a link to your gift registry, directions to your event site, a photo gallery, the functionality to let your guests RSVP through the website, a contact form that will send content directly to your email.

What components will be needed (check all that apply)?

- |  |  |
|--|--|
| <input type="radio"/> main event invitations                       | <input type="radio"/> announcements  |
| <input type="radio"/> main invitation envelopes *                  | <input type="radio"/> announcement envelopes   |
| <input type="radio"/> RSVP cards                                   | <input type="radio"/> save-the-date cards  |
| <input type="radio"/> RSVP card envelopes *                        | <input type="radio"/> save-the-date card envelopes   |
| <input type="radio"/> gift registry cards                          | <input type="radio"/> event programs   |
| <input type="radio"/> shower invitations & RSVP cards              | <input type="radio"/> table markers  |
| <input type="radio"/> shower envelopes & RSVP envelopes *          | <input type="radio"/> name cards   |
| <input type="radio"/> bachelor/ette party invitations & RSVP cards | <input type="radio"/> favors   |
| <input type="radio"/> bachelor/ette envelopes & RSVP envelopes *   | <input type="radio"/> website URL card inserts (directs guests to your website)  |
| <input type="radio"/> thank you cards                              | <input type="radio"/> other: _____   |
| <input type="radio"/> thank you card envelopes *                   | <small>* all components come with blank envelopes - this option means you would like to save time and let us to print the addresses and decoration on your envelopes</small> |

If ordering invitations, which format are you interested in?  flat card format  folded card format  unsure

Color scheme and any themes for the event (please be as specific as possible) : \_\_\_\_\_

Are there any special accessories you would like added or any type of unique format you would like applied to any of the pieces, including the envelope? If yes, please explain.  yes  no

Is there anything we didn't cover that you would like to include? \_\_\_\_\_

You can submit this form in one of three ways : email it to us at [info@clearlyyoueventdesign.com](mailto:info@clearlyyoueventdesign.com), mail it to the address above, or fax it to us at 216.510.5504. We will look over your answers and get you an estimate based on the information provided to us. If you would like to proceed, we will start the contract and design process. For more information on the project process, please visit our website.