

eventful innovations

event management • planning • design • décor

Confidential Client Intake Form, Private Event

Welcome to Eventful Innovations, Vancouver's collaborative full-service event management, planning, design and décor Company. We look forward to hearing about your upcoming event, and wish to gather pertinent information prior to meeting with you to discuss your event. With the information below, we will be able to assess your needs and be prepared with any further questions we may have.

Please take a few moments to complete this form, then email to info@eventfulinnovations.com or fax with a cover sheet to 604.990.5143. We will be in touch with you within one business day of reviewing your information.

Thank you for thinking of Eventful Innovations.

Today's date:

Your name:

Email address:

Daytime phone number(s):

Proposed date(s) (including year) of your event:

Is this date firm? ☐ Yes ☐ No ☐ Flexible

Proposed time(s) of your event:

Is this event: ☐ New ☐ Repeat

Are you looking for someone to: ☐ Plan and manage entire event ☐ Offer consulting for event
☐ We wish to discuss further to find best solution

Please describe the event:

Are there any goals that you wish to achieve?

718 - 333 Brooksbank Avenue, Suite 630, North Vancouver, BC V7J 3V8
p • 604.551.5143 f • 604.990.5143 eventfulinnovations.com

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Will your event be themed? ☐ Yes ☐ No ☐ Undecided

Approximately how many guests do you anticipate hosting at your event?

What is the proposed location of your event?

Will it be: ☐ Indoor ☐ Outdoor ☐ Weather dependant

Do you have a budget in mind for your event? ☐ Yes, \$
☐ This is open for discussion/review

Is there any other information you wish for us to have before we contact you? No ☐ Yes

Please tell us know how you heard about Eventful Innovations: