
EVENT QUESTIONNAIRE

Thank you for trusting ImagePro Weddings & Decor to plan your special day. Please take the time to complete the questionnaire & return to us.



Name of Client:

Contact number:

Address

Date of Event

Number of persons ()

What is your realistic budget for your decor?

JMD\$ () US\$ ()

What type of event will you be having:

What age group will be attending?

Do you require a M.C or DJ? Yes No

Please state your venue setting

outside garden pool deck indoors beach others

Please choose the style of event you would like

Elegant Casual Traditional Non-Traditional other

What theme were you considering?

What is the colour scheme?

Have you booked a venue? If yes, where

Venue:

If no, name the venues you were considering

Venue:

What part of the event Celebration would you like to highlight the most?

What time will the event start? ()

What time will your event end? ()

Would you like special seating requirements?

Yes No

What time of day do you want your event to begin

Morning Afternoon Evening

Do you require dancing?

Do you require a dance floor?

CAKE

Do you require a cake supplier? Yes No

Please describe your style of cake i.e.

traditional modern fun

Cup cakes amount of tiers décor on cake fresh flowers or artificial flowers

What flavor would you like? ()

FLOWERS

Do you want flowers on your tables Yes No

Do you have any special flowers in mind?

Centerpiece / floral arrangements Qty ()

Flower arrangements for tables Qty ()

Please indicate which flowers and colors you would like to use.

Would you like to add lighting to your event?

If so what type:

candles up-light fairy lights Chinese Lanterns party lights Others

DÉCOR

Will you be renting tables and chairs for your event? Yes No

Would you like to rent table covers? Yes No

What colour Table Covers would you like

Do you have any Centerpieces ideas? Yes No

Do you need any of these extras, i.e. charger plates & napkins?

Yes No

What type of tables would you like? Round long Mixture of both

What type of chairs would you like? Chiavari or Folding white padded chairs

If Chiavari choose colour white gold silver

PHOTOGRAPHER & VIDEOGRAPHER

Will you be requiring a videographer or photographer for your event? Yes No

If yes please give time: From () To ()

Are you available to do a consultation at the venue and when?

What areas would you consider compromising on?

Any Other specific requests?



Thank you for choosing ImagePro weddings & decor