

Creative Design Consultants
EVENT REQUISITION – DETAIL FORM

Client:

Street Address:

City: **State:** **Zip Code:**

EVENT DETAILS

I need a: Decorator Event Planner Event Coordinator Other: _____

Event Type: _____ Event Date: _____ Time: _____

Event Theme/Color: _____

Party: _____ # Guests: _____

EVENT REQUESTS

Give detailed information

Tables ~

How many? _____ Size/Type? _____ Need Table Covers? _____

Chairs ~

How many? _____ Size/Type? _____ Need Chair Covers? _____

Accessories ~

Centerpieces: _____

Lighting: _____

Florals: _____

Other: _____

Client Initials & Date _____